

**Procurement**

UB POLICY AND PROCEDURES

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Director of Procurement

**Procedure Purpose:** **Procedure for stipend payments to students**

**Procedure Frequency:**  Whenever stipend payments to UB students have been approved by the UB Human Resources Department.

**Units involved in the procedure:** Department of Procurement, UB Human Resources, Requesting Unit.

**Units affected by the procedure:** All departments seeking to make stipend payments to UB students.

**Procedure for payments to Note-Takers engaged by Disability Support Services:**

1. Disability Support Services (DSS) will created PS Purchase Requisitions for each note-taker and complete the Human Resources (HR) form to provide name, address, SSN, Assignment information and other information as needed.
2. HR will review the form. HR will inform Procurement of the approved Note-Takers, and will consult with DSS regarding any Note-Taker not approved.
3. Upon receipt of the approval from HR, Procurement will issue a PS Purchase Order for each Note-Taker, and will attach a copy of the HR approval note to each PO.
4. After the work has been completed, DSS will create the Receipt in PS, and send an invoice with the PO number and Receipt number to Accounts Payable for payment.
5. The Note-Taker will receive payment in approximately 30 days.
6. DSS shall maintain a file of the HR forms, documentation of work performed and payments made for not less than three years.

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| **Student name and address** | **Empl ID if applicable** | **SSN** | **Student Organization**  | **Start date of work** | **end date of work** | **Stipend Amount** | **Req. #** | **PO #** | **Title** | **Job Duties (include but are not limited to)** |
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