What determines the invoice processing method?

Tell Me

Payments may be processed using an Employee & Student Direct Pay Request (ESDPR) Form or through 49er Mart using Electronic Check Request (eCR) form.

1. Use an eCR form:
   a. For most payments; exception is non-payroll payments to employees and students, which will be requested using the ESDPR form.

2. Use an ESDPR form:
   a. For other payments to employees and students, which will mainly encompass reimbursements for expenses incurred by employees /students for university business purposes and which are not travel related.

   This information is also referenced in the Purchasing Policy.

Note

ESDPRs may not be used:

- To avoid adherence to the University’s procurement policies or other purchasing guidelines.
- To order products or services that can otherwise be ordered through normal 49er Mart purchase order processing.
- For payments that can otherwise be made with a P-card (e.g., registrations, subscriptions, advertisements, and membership dues).

References

Reference these “How To” Guides for additional information: How to Pay Individuals and How to Pay Students.

Related FAQs

- What should I do when an employee's Kronos WFR timesheet shows a Punch In and Punch Out on different lines?
- How do I order from a supplier who is not in 49er Mart?
- How do I change the allowances on my Form W-4 and NC-4?
- How do I view or edit my personal (non-uncc) address or phone number in Banner?
- Do I have to opt-in if I want to access my Form W-2 electronically?