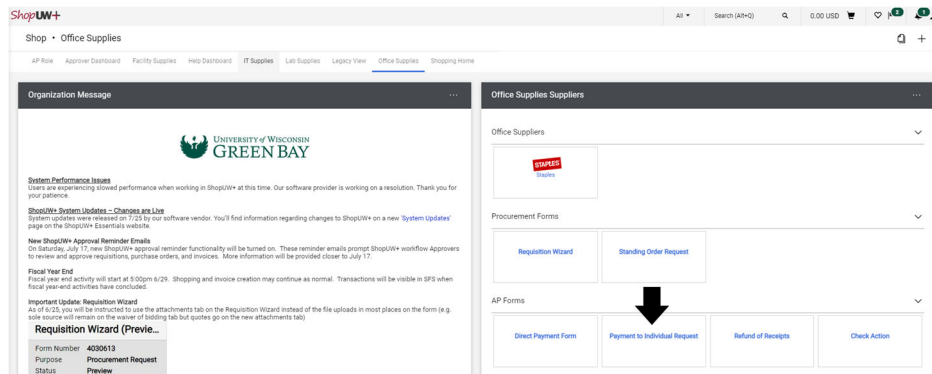


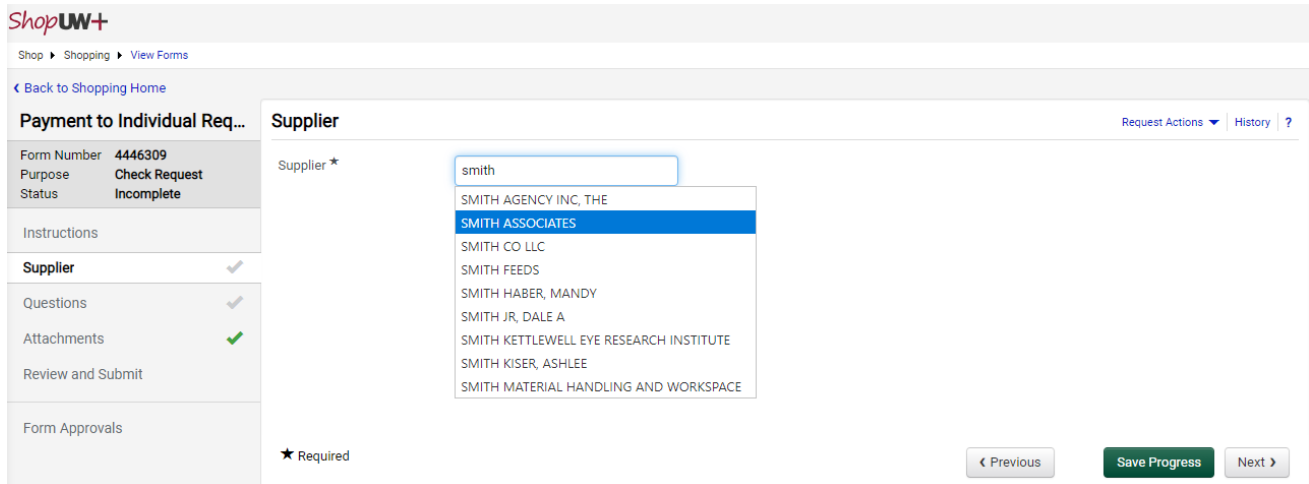
Payment to Individual Request (PIR)

NOTE: PIRs can only be used for individuals in the following circumstances; one-time services of \$500 or less, athletics officials, prizes/awards, research subjects, test proctors.

1. From the Home Page, click on the **Payment to Individual Request** under AP forms.



2. Click **Next** on the Instructions page
3. Enter the Supplier's last name. Select the correct supplier from the drop down. If the supplier does not appear, send a W9 via Liquidfiles (<https://liquidfiles.uwgb.edu/filedrop/alexandd@uwgb.edu>) to Danielle Alexander or intercampus mail it to Purchasing. Supplier set up takes up to a week. **Do not email W9s or attach to ShopUW+**
4. Verify the Remit-to Address that pops up after the supplier is selected. If the correct address is not shown, send a W9 with the correct address. Supplier changes take up to a week.



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Payment to Individual Req...

Form Number 4446309
Purpose Check Request
Status Incomplete

Instructions

Supplier

Questions

Attachments

Review and Submit

Form Approvals

Supplier *

smith

- SMITH AGENCY INC, THE
- SMITH ASSOCIATES**
- SMITH CO LLC
- SMITH FEEDS
- SMITH HABER, MANDY
- SMITH JR, DALE A
- SMITH KETTLEWELL EYE RESEARCH INSTITUTE
- SMITH KISER, ASHLEE
- SMITH MATERIAL HANDLING AND WORKSPACE

★ Required

Previous Save Progress Next

5. Answer the questions on the Questions page (see next page)



- A. PIR Invoice Number – Use the last date of service in the format Ex. PIR09132021SMITH
- B. Description for Payment – a short description for payment. First 30 characters will show up in WISER. Ex. 09/13/21 WBB OFFICIAL VS WRIGHT, or 09/13/21 SPEAKER MLK DAY
- C. Currency – this should always be USD.
- D. Amount – Amount of payment
- E. Invoice Date – Use the last date of service.
- F. Deferred Payment Date – Leave blank.
- G. Wire Transfer – Click No. This is only for foreign transactions, contact Controller’s Office prior to submission if foreign.
- H. Business Purpose – Include Dates of Service and a short description of event/service. This will show up on the check stub to inform supplier what the payment covers. 60 Character limit.
- I. Individual is UW System Employee – If the supplier is an employee of any UW then the payment will need to process through HR. Exceptions include prizes/awards.
- J. Currently enrolled UW student – If the supplier is a student of any UW, the max amount allowed on a PIR is \$100 per calendar year. If payment is over \$100, contact HR for processing.
- K. Is payee a performer or public speaker who is receiving at least \$7,000 and is NOT a WI resident? – No, if the fee is over \$500 use the requisition wizard.
- L. Was this a service performed in the U.S.?
- M. Is the supplier a US resident/entity for tax purposes?
- N. General Attachments – Attach back up for the payment as PDFs. Examples include a flyer for the event, or email chain coordinating the event. **Do not attach a W9.**
- O. Click **Next**



ShopUW+

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Payment to Individual Req...

Form Number 4446309
Purpose Check Request
Status Incomplete

Instructions
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Funding String

Additional Information - A...

Attachments

Review and Submit

Form Approvals

Funding String

request Actions History ?

- Errors**
- Required field: Account: Line
 - Required field: Department: Line
 - Required field: Fund: Line
 - Required field: Program: Line

Accounting Codes

LINE	GL Business Unit	Speed Chart	Account	Fund	Department	Program	PC Business Unit	Project	Class	edit
	UWGBY UW Green Bay	NONE_GBY	no value Required field	no value Required field	no value Required field	no value Required field	no value	no value	no value	

Add alternate distribution for Discount

★ Required

< Previous

Next >

Accounting Codes

- Errors**
- Required field: Account: Line
 - Required field: Department: Line
 - Required field: Fund: Line
 - Required field: Program: Line

LINE	GL Business Unit	Speed Chart	Account	Fund	Department	Program	PC Business Unit	Project	Class	add split
	UWGBY Select from profile values... Select from all values...	NONE_GBY Select from all values...	3750 Select from all values... Required field	136 Select from all values... Required field	030330_GBY Select from all values... Required field	0 Select from all values... Required field	UWGBY Select from all values...	PRJ11FJ_GBY Select from all values...	Select from all values...	

recalculate / validate

1. Click **Edit** to enter funding code
2. GL Business Unit – UWGBY
3. Speed Chart – Leave Blank (None)
4. Account – 4-digit account number. Professional Services is 2620. Prizes/Awards is 3750.
5. Fund – 3-digit number from your funding string
6. Department – 6-digit number. **All department numbers must be in format XXXXXX_GBY.** You must add the _GBY to the department number. Use the Select from all values link to select the department.
7. Program – 1-digit number.
8. Project – Optional. 7-digit alpha numeric. **All project numbers must be in format XXXXXXXX_GBY.** You must add the _GBY to the project number.
9. Class – Only used by Athletics.
10. Click **Save**
11. Click **Next** on the AP Use Only page. Leave Blank.
12. Click **Next** on the Attachments page.
13. Click Add to Favorites if you wish to save the form for future use. (See saving a form as a template page).
14. Click **Submit** on the Review and Submit page.