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.

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
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 XXXXXXX_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.