



Office of the Vice President for Research
Standard Operating Procedure

Internal Payment for Services
#1013
Effective Date: 01/01/2019

I. Purpose

The purpose of this Standard Operating Procedure (SOP) is to describe how Post Award Specialists (PAS) execute an internal payment for services in Workday. This process will promote a consistent approach and understanding to ensure all internal payments for services are handled the same way throughout the GO Centers.

II. Introduction

An internal payment for services is used when a Principal Investigator (PI) needs to purchase some sort of item/service that requires a different SLU department to carry out that purchase or service. A common example would be a request for a special computer, which the IT department would purchase and the PAS would transfer payment to the IT department to pay for the computer.

III. Procedure

When a PI needs a service performed within the University, the PAS will the one via an Internal Service Delivery task in Accounting Journals: Transfer job aid for the

Version Date	Approval Date	Summary Changes
[01/01/2019]	[01/01/2019]	Initial Version
[06/23/2021]	[06/25/2021]	Updated to reflect the process in Workday