

One-Time Payments



The PRD contains a special feature for “One-Time Payments”, but this feature is not permitted to be used for the Purchase of Goods or Services. Listed below are the vendors that may be used for the one-time payments and each of them may only be used for the defined purpose.

- RESEARCH

This vendor may only be used to make a single payment of \$100.00 or less to a **research subject**. **NOTE:** Non-Resident Aliens cannot be paid through the one-time payment feature regardless of amount. Please see Business Procedure Manual section E-9 for complete details on compensation to research subjects.

- PAYROLL

This vendor may only be used to process a request for a Payroll **petty cash** advance. **NOTE:** The cost object for all of these payments must be the **Fund Number 0211367000 and GL 220252** to ensure that all of these transactions are routed to the Payroll Department for approval by PRD Workflow.

- PATREFUND

This vendor may only be used exclusively by University Hospital Patient Accounts and College of Dentistry/Dental Billings & Collections to process **refunds to patients**.

- INSREFUND

This vendor may only be used exclusively by University Hospital Patient Accounts and College of Dentistry/Dental Billings & Collections to process **refunds to insurance companies**.

- OTHREFUND

This vendor may only be used to make refunds of **miscellaneous fees** paid to the University of Kentucky for goods and services.

One-Time Payment – Complete Free Text



1. Enter the appropriate One-Time Payment Vendor term directly into the “Payment To” field and press Enter

2. One-Time Payment fields convert to write mode allowing free-hand entries. The following are required fields for One-Time Payment:

- Name
- Street Address or PO Box
- City
- Postal code
- Region
- Country

The screenshot shows the 'Payment To' field with 'PAYROLL' entered. Below it is the 'One Time Payment' section with the following fields:

- Name: Roberta Jones
- Name 2: [Empty]
- Name 3: [Empty]
- Street: 876 Dickson Lane
- PO Box: [Empty]
- City: Frankfort
- Postal Code: 40604
- Region: KY
- Country: US