# eProcurement Forms and When to Use Them

<table>
<thead>
<tr>
<th>What are you buying/want to pay?</th>
<th>Form in eProcurement</th>
<th>Special Instructions</th>
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</thead>
</table>
| **Non-Catalog/Independent Contractors**  
- **Non-Catalog** for any vendor purchase that is not a punch-out  
- **Individuals** for Services Athletic Trainers, Art Modeling, DJs, Face Painting, Musicians/Performers (with no contracts or agents), Proof Reading, Sports Officiating, Translation, Transcription, Film Editing, Photographer, One-time Speaker, Videographer)  
- **No companies or employees paid** via independent contractor. | ![Non-Catalog / Contractors](image) | **Non-Catalog** purchases will require receipts for all invoices if the PO is greater than $5000. Check [Buying Goods and Services](https://finance.utdallas.edu/buying-goods-services/) website page for purchasing thresholds and instructions and required document attachments. |
| **External Vendors** for membership, registration, subscriptions, payments to State of Tx, postage, conference fees, Fed Ex payments. Do not attach confidential information Used for Homeland Security Payments and Faculty relocation.  
**Student and Guest** travel or reimbursements.  
**Do not use for things** like Catering, Books, Porter Services, Animal Medical Supplies, Transportation and Pest Control. | ![Request for Check](image) | **Vendor** invoice attached to support the amount of payment in the vendor’s name. Dates of invoice within 60 days of the current date.  
**Students and Guests** - Receipts for travel or reimbursements attached. Dates of receipts within 60 days of the current date.  
**Relocation** – The Letter of Offer must be attached. |
| **Employee** Non-Travel reimbursements for Faculty and Staff. | ![Emp. Non-Travel Reimbursement](image) | Receipts for non-travel transactions attached to requisition. Reimbursement approved by department within 60 days of the return date of the trip. |
| **Employee** Travel reimbursements for Faculty and Staff. | ![Employee Travel Voucher](image) | Receipts or expense transactions for travel attached to the requisition. Reimbursement approved by department within 60 days of the return date of the trip. |
| **Travel Advance Card**  
Approved by your Fiscal Officer 13 business days prior to the Travel start date. | ![Travel Advance Card (TAC)](image) | For travelers who wish to obtain a travel advance card to help pay for their travel. It is a prepaid credit card with a specific balance and time-frame for use. |

Please remember to process a receipt to complete transactions for payments to independent contractor requisitions. Remember that when you place a comment, you must “tag” someone if you want your comment to be viewed and acted upon.