

The Ledger

A Newsletter of the University Controller's Organization

Website: <http://www.controller.vt.edu>

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July 2, 2024

New HokieMart Payment Forms Go-Live on July 8th

Effective July 8th, the new HokieMart Payment Forms will replace the Direct Pay Form process. The current Direct Pay form in HokieMart will be retired and unavailable for campus use. In its place, the new Payment Forms will be available for qualified requests, based on specific categories that can be processed for payment only, with no purchase order needed.

Training has been provided on the functionality of these new payment forms. If you need a refresher or would like to view the training for the first time, please click [here](#).

Key Reminders for Utilizing the New Payment Forms

1. Selecting the Correct Payment Category and Using the Correct Form:

- It is crucial to select the correct payment category to avoid delays. Detailed definitions of payment categories can be found [here](#). There are four distinct forms to choose from, all of which have fields that must be completed. The four forms and their mandatory fields can be found in a chart [here](#).

2. Approving Payment Forms:

- The HokieMart approval workflow for the new payment forms is the same approval process used for a standard purchase requisition and purchase order, including departmental approvals. Please note, these forms expedite payments that do not require a purchase order. Therefore, no purchase order or encumbrance is created.

3. No Receiving Required

- Receiving is not required for payments initiated through the payment forms. As such, the requestor and approver for a payment form request cannot be the same individual.

4. Invoice Submission

- All documentation for a payment, including the invoice, should be attached to the payment form submission. The invoice should **not** be submitted to vtinvoices@vt.edu.

5. Honorarium Request Form:

- An honorarium is a one-time payment made to an individual, who is not an employee or a student of the university, for a special and non-recurring activity or event for which a fee is not legally or traditionally required. It is provided as a token of appreciation for participation in the university's educational, research, or public service activities or events, and not as a contractual obligation to pay for services rendered.

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- If a payment is required by the individual performing these services, it is not considered an honorarium. In such cases, please use the Non-PO Payment Form with payment category A11.
- Honorariums cannot be issued to Virginia Tech employees or students.

6. Non-PO Payment Request Form:

- Payment categories supported by the Non-PO Payment Request Form can be found [here](#). Ensure you use accurate categories, or the form may be delayed or rejected. Always supply backup as an internal attachment to justify your request for payment.

7. Utilizing the Non-PO Payment Form for Payments to The Inn at Virginia Tech:

- The Non-PO Payment Form is now the required method for remitting payment to The Inn at Virginia Tech.
- Select payment category A5 or A11 to pay The Inn for meals, hotel room charges, or event space charged to a university department.
- A purchase order is no longer required to generate a payment for an invoice received from The Inn at Virginia Tech or any other hotel that directly bills your department.

8. Utility Payment Form:

- Use the Utility Payment Form for utility expenses under the following expense codes:
 1. 12160 – Telecommunications Services (DIT)
 2. 12170 - Telecommunications (non-state) – workflows to NI&S for approval
 3. 12171 – Fixed Phones (non-state)
 4. 12180 – Other Telecom Services (state)
 5. 12182 - Cellular phones/pagers – workflows to NI&S for approval
 6. 13220 - Gases other energy
 7. 13221 - Piped – natural gas
 8. 13223 – Propane
 9. 15420 – Electricity
 10. 15421 – Natural Gas
 11. 15430 – Refuse Service Charges
 12. 15440 – Water and Sewer Charges

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- Do not use the following expense codes with the Utility Payment Form; instead, use the standard HokieMart Requisition:
 1. Heating Oil – 13232, 13240
 2. Gasoline/Diesel – 13230, 13231
 3. Utility Connection Fees – 21337
- The Utility Payment Form should only be used for the payment of utility services, not installation expenses or other related expenses.

9. Refund Request Form:

- Use the refund request form to process a revenue refund. Examples of payments processed through this form include electric service refunds, parking citation refunds, camp attendance fee refunds, etc. This form should not be used to process reimbursements. All reimbursements (travel and non-travel) must be processed through Chrome River.

For detailed training manuals, please review [here](#). If you have specific questions about any of the new payment forms, please email hokiemart@vt.edu.