



WAYNE STATE UNIVERSITY
Detroit, MI 48202

Special Payment Authorization (SPA)

SPA No. **S**
Manually create this number using your FUND dash CURRENT DATE. For multiple submissions, end with dash NUMBER (i.e. 113130-4-20-2020-01, 02, 03, etc.)

Contact Person _____ Date _____

Banner Vendor No (Required) _____

Department _____ Tel Ext. _____

Payee Name / Vendor _____

Department Address / Email _____

Mailing Address (Non-Campus) _____

Request for Waiver of Payee Certificate (subject to approval by Fiscal Agent) in absence of the original signature of the Payee, I hereby certify that this payment is for a proper and legitimate liability of Wayne State University, and therefore, authorize the mailing of this check directly to the Payee's home address.
Authorized Official:

Date Stamp (Disbursements Use Only)

City _____ State _____ Zip _____

Document No. (Disbursements Use Only)

Invoice No. _____

Payee Certificate – I hereby certify that I am in fact the Payee named and that I have not previously submitted a claim for payment covered by this voucher, and that I have not been paid previously for part or in full of same.

Associate Dean / Director Signature

Invoice Date _____

Payee (must sign or provide PDF signature) Date _____

Must sign or provide PDF signature / Date _____

Signature Date _____

Quantity	Complete Description of Commodities or Services	Unit Price	Amount
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Vice President / Dean Signature
Membership: Requires Dean or VP Approval
Sponsorship / Contribution: Requires VP Approval

This Document must be Accompanied by Vendor's Original Invoice

Signature Date _____

Budget Approval

Distribution / Enclosure Code: _____ Encumbered By: _____ Date: _____ **Total** _____

Account Distribution / Encumbrance Code Information (Must be Completed by Department)

Index	Fund	Organization	Account	Program	Activity	Location	Amount

Signature

Department Date _____

Instructions for the Use and Preparation of the SPA for Purchases

Use this SPA FORM for:

Balance Sheet & Revenue Accounts. All other Accounts should be paid Via WayneBuy DPR. Refer to APPM 1.3.2 Disbursements Payment Request for information on the differences between a DPR, SPR, and SPA

A. The following are Categories of payments normally processed on an SPA

- **Debt Service** Payment of principal and interest to reduce or retire the University's outstanding obligation.
- **Employee Benefits** The remittance of premiums for various employee fringe benefit programs.
- **Refund to Government Agencies or other entities** A return of funds to the originating governmental agency, company, or person.
- **Refund of Revenue** Return of unused funds to the original provider
- **Balance Sheet Accounts** Any other payment that cannot be posted to Banner as a University expense

B. DISTRIBUTION/ENCLOSURE CODE LISTING

- (A) Cashier - w/Enclosure for pickup by someone other than payee
- (B) U.S. Mail - w/Enclosure
- (I) U.S. Mail Foreign - w/Enclosure
- (J) Cashier - pickup by payee
- (K) Mail Out – No Enclosure
- (L) Cashier - Scott Hall - Med. School pickup
- (N) Payroll pickup
- (O) Risk Mgmt. pickup
- (P) Prepays (Any Purchasing check)
- (Q) Cashier - Facilities pickup
- (R) U.S. Mail Foreign
- (T) Cashier - Dean of Students pickup
- (Y) Cashier -Athletics pickup

INSTRUCTIONS

1. SPA should be filled out by the initiating department, including Banner vendor ID number.
2. **Manually create the SPA Number number using your FUND dash CURRENT DATE. For multiple submissions, end with dash NUMBER (i.e. 113130-4-20-2020-01, 02, 03, etc.)**
3. **In Account Distribution, Include the index / fund and non-expense account to be charged. For multiple accounts, type the account numbers and respective dollar amount in the description section.**
4. **Attach to the SPA the invoice or other supporting documentation.**
5. **SPA must be signed by the departmental authorized signers in the appropriate fields**
6. **Submit the SPA to Disbursements at wsuinvoices@wayne.edu**
7. For Tips and Tricks on attaching PDF documents to your IRB, visit Procurement's [Digital Signature PDF Documents](#) page at <https://procurement.wayne.edu/digital-dignature-documents>