

Financial Services Manual (FIN)

FIN 401–01: Disbursement Methods

Effective: 5/1/1985

Revised: 7/1/2023

Purpose

To provide an overview of the methods of activating university disbursements for payroll, purchasing, travel, and scholarship fund transactions

Source

University policy

Applicability

All university accounts

Policy

This policy consists of an overview of disbursement methods, along with references to other sections in FIN and to manuals containing policies and procedures for the specific disbursement methods. University funds are disbursed through one of the following four methods: payroll disbursements; purchasing transactions, including off-campus purchases and inter-departmental purchases; travel disbursements; and scholarship fund awards.

Payroll

For faculty and staff, a Personnel Action form (PAF) is processed through [Payroll Services](#). For students, a PAF is initiated through Financial Aid and Scholarship Services. See the *Staff Personnel Policies and Procedures Manual (SPP)* for processing procedures.

Purchasing Transactions

Several types of order transactions are used in the procurement of goods and services. The nature of the transaction determines the procurement method and form to be used. See the Procurement Guide for procurement methods and forms and for a listing of purchases not requiring a purchase order. Purchases can be made using several payment tools, including purchasing cards (P-Cards), Voyager cards (for fueling university vehicles and equipment), wire transfers, and checks issued to vendors from the Accounts Payable department within Financial Services. See [PUR 201-01](#) “The Purchasing Card” for P-Card policy. In addition, “Best Practices” related to the use of P-Cards are available on the [Financial Services](#) Web site.

Travel

For travel with an overnight stay, travel with airfare, or ASU travel card transactions, an expense report is submitted through My ASU Trip. For single-day travel without airfare or ASU travel card transactions, an expense report is submitted through Workday. (see [FIN 501](#), “Travel,” for travel policies and procedures).

Scholarship Fund Awards

Gifts to the university that are restricted for scholarships are deposited by the ASU Foundation (serving under contract as ASU Development Office) directly to a scholarship fund at Financial Aid and Scholarship Services, not to departmental accounts. Departments initiating awards send an Award Authorization Form to Student Financial Assistance. Questions on scholarship fund awards are to be directed to Financial Aid and Scholarship Services (see [FIN 422-01](#), "Student Financial Support," for policies and procedures regarding student support payments).

Cross-References

For more information about student financial assistance, see [FIN 422-01](#), "Student Financial Support."

For purchasing transactions information, see the Purchasing and Business Services Policies and Procedures Manual: 200 University Requirements