

## RIT Accounts Payable

### Online Invoice Payment Form (IPF) - Uses

The chart below outlines the items that can and cannot be paid utilizing the online IPF. Items that cannot be submitted online should be sent to [accpay@rit.edu](mailto:accpay@rit.edu) along with a completed invoice payment form.

<b>Online IPFs <i>can</i> be used for:</b>	<b>Online IPFs <i>cannot</i> be used for:</b>
Honorariums	Awards
Memberships	Sponsorships
Registration fees <i>if the invoice has an invoice number</i>	Human subject fee cash advances
Student reimbursements <i>including student travel reimbursements</i>	Performance or Speaker agreements (non-honorarium)
Invoices for goods or services under \$1,500 (over \$1,500 requires a Purchase Order) <i>if the invoice has an invoice number</i>	Invoices over \$1,500 (these require a Purchase Order)
Reimbursements for non-RIT affiliated parties	Invoices that do not have an invoice number

Please direct any questions to [accpay@rit.edu](mailto:accpay@rit.edu)