



Office of the Vice President for Research
Standard Operating Procedure

Internal Payment for Services
#1013
Effective Date: 01/01/2019

I. Purpose

The purpose of this Standard Operating Procedure (SOP) is to describe how Post-Award Specialists (PAS) execute an internal payment for services in Workday. This process will promote a consistent approach and understanding to ensure all internal payments for services are handled the same way throughout the GO Centers.

II. Introduction

An internal payment for services is used when a Principal Investigator (PI) needs to purchase some sort of item/service that requires a different SLU department to carry out that purchase or service. A common example would be a request for a special computer, which the IT department would purchase and the PAS would transfer payment to the IT department to pay for the computer.

III. Procedure

When a PI needs a service performed for a grant, s/he will talk to her/his PAS regarding the requested service. If the PAS recognizes this service should be performed within the University, the PAS will then work with the PI to request the service from the appropriate department. This will be done via an Internal Service Delivery task in Workday and the PAS will use the Accounting Journals: Transfer job aid for the designated transfers.

IV. Version History

Version Date	Approval Date	Summary Changes
[01/01/2019]	[01/01/2019]	Initial Version
[06/23/2021]	[06/25/2021]	Updated to reflect the process in Workday