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

II. Introduction
An external payment for services is used when a Principal Investigator (PI) needs to pay for services or costs associated with a consultant, speaker, student REU payment, etc. A Direct Payment Voucher (DPV) is the most common way of paying for external services, particularly when a standard service agreement (SSA) has been issued.

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 will be performed outside of the University, the PAS and PI will work together to identify the appropriate entity that is to carry out the requested service. If it is a vendor that already has an SSA with SLU, then the vendor will carry out the work and invoice SLU. The PAS will then process that invoice and once approved, provide payment to the vendor through a DPV.

If the vendor does not have an SSA with SLU, the Master Vendor Form is provided by the PAS to the vendor and asked to be completed. Once the vendor completes the form and returns it to the PAS, the PAS submits that information to eepay@slu.edu, so that the business and finance office can provide a Banner number and a DPV can be made to that vendor.

IV. Version History

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<th>Version Date</th>
<th>Approval Date</th>
<th>Summary Changes</th>
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<td>Initial Version</td>
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