I. Purpose
The purpose of this Standard Operating Procedure (SOP) is to describe how Post-Award Specialists (PAS) execute an internal payment for services. 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 Interdepartmental Order (IDO). The PAS will obtain the appropriate department fund number and initiate a transfer of funds from the PI’s grant fund number to the department fund number.

IV. Version History

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<tr>
<th>Version Date</th>
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<tr>
<td>[01/01/2019]</td>
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<td>Initial Version</td>
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Effective Date: 01/01/2019