PIR Instructions

Required fields:

$ Amount

Account	SFS Account Code	ex: 2162 or 2620
NOTE: Only account 2162 or 2620 can be used		
2162 – Non-employee Travel		
2620 – Professional Services		
Fund		ex: 144
Org	Division/Dept Code	ex: 501010
Prog	Program Code (formerly Activity Code)	ex: 5
Sub-Class	VERY rarely needed	
Budget Year	Current Fiscal Year	ex: 10
Project	Required if Fund is 133, 233,143,144,161	ex: 144PA23 **OR** PRJ19YJ
SS#, Taxpayer ID, TIN	Required if not on file in Business Services	
Name(Last) (First)		

Entertainer or Public Speaker Section:
Check whether or not the individual is an entertainer or public speaker.
If the answer is no, leave the other question blank.

Mail to:
include COMPLETE mailing address for check recipient

If UW or State employe indicate dept:
Indicate campus/department or state agency.
NOTE: UW System employees CANNOT be paid via Payment to Individual Report (PIR) form

Currently enrolled UW student:
UW students may be paid via PIR form ONLY if it is a one-time payment of $100 or less per calendar year. Otherwise, UW students must be paid via the UW Student Payroll system.

Residency:
This is about citizenship, not where the individual is currently living.
Contact Business Services for instructions for non-U.S. citizens.

Date of Service, Purpose of Payment
Provide detailed explanation of services received. ex: fee for speaker at (EVENT) Biotechnology conference on (DATE) June 25, 2009 held at (LOCATION) Sheraton Inn, Madison, WI. Attach documentation corroborating this information. If also reimbursing expenses, itemize expenses and attach receipts. Expenses should be reasonable.

For more information, call:
Fill in name and phone number of the person completing this form, **not** the dept chair or supervisor.

Signatures needed:
This is directed by Division policy. However, the Dean/Director signature is required for ALL PIRs.

Attach documentation which clearly states why payment is being issued to this individual
ex: Grant approval letter, contract, ASSA, e-mail communication

PIR Instructions

Required Fields

- ◻ Amount
- ◻ Account
- ◻ Fund
- ◻ Org+
- ◻ Prog
- ◻ Budget Year
- ◻ Project
- ◻ ssn
- ◻ Name
- ◻ Entertainer or Public Speaker
- ◻ Mail to
- ◻ If UW or State employee indicate department
- ◻ Currently enrolled UW Student
- ◻ Residency
- ◻ Date(s) of Service
- ◻ Purpose of Payment
- ◻ For more information call
- ◻ Dept Chairperson/Project Director signature
- ◻ Dean/Director signature

Required Documentation

- ◻ Invoice, grant approval letter, documentation to support fee (2620), ASSA, e-mail communication, or other information to support payment is attached?
- ◻ Receipts for travel costs (account 2162) are included?
    - hotel
    - airfare
    - car rental
    - miscellaneous (over $25 per claim)

Created: October 7, 2009