Payment to Employees (Faculty and Staff)

Is the payment a reimbursement?

yes

Submit payment through Concur or Check Request

no

Process through Payroll on Miscellaneous Pay Form (Honorarium or award)
Payment to Students

Is this payment for services?

yes

Payment has to be paid at a CC approved hourly rate.

Contact Student Employment

no

Is payment educational in nature? (Venture grant, research, travel grant, or financial assistance for books computers, supplies, etc.?)

yes

Submit a Student award payment form

no

Is the payment a prize or an award? (Commencement award, student of the year, prize for a contest, or a college reimbursement for college-related activities?)

yes

Submit payment through Concur or Check Request

no

Contact the Tax and Compliance Manager

*Please see the Tax & Compliance website for more information on payments to students*
Vendor - Company

Is this payment for capital equipment (equipment that exceeds $5,000), professional services (consulting), or for a contract or agreement (memorandum of understanding)?

yes

Contact Purchasing for a purchase order (PO) before submitting payment

Submit a Check Request

no

Submit payment through Concur or Check Request

*Payments against PO’s can not be processed through Concur. Please see the Purchasing website for more information.
**If payee is international, see international flowchart
***All payments require a “W-9” or “W-8BEN” before payment can be processed
Vendor - Individual

Is the payee a student, employee, or other payee?

- **Student**
  - Submit payment to [Student Employment](mailto:studentemployment@coloradocollege.edu).

- **Employee**
  - Submit payment to [Payroll](mailto:payroll@coloradocollege.edu) on a [Miscellaneous Pay Form](mailto:miscellaneouspayform@coloradocollege.edu).

- **Other**
  - Does the payee provide their services to other customers besides CC?
    - **Yes**
      - Submit payment through [Concur](mailto:concur@coloradocollege.edu) or [Check Request](mailto:checkrequest@coloradocollege.edu).
    - **No**
      - Contact [Human Resources](mailto:humanresources@coloradocollege.edu) to determine employment status.

*If payee is international, see international flowchart

**All payments require a “W-9” or “W-8BEN” before payment can be processed**
International Payees/Foreign Visitors

Is payee performing services on U.S. soil?

- **yes**
  - Contact the **Office of International Programs** before bringing the visitor to campus.
  - Individual payee needs to meet with the **Tax and Compliance Manager** to determine payment process and any applicable tax withholding.

- **no**
  - Complete **Foreign Source Statement** and include with payment request through **Concur** or **Check Request**

**Vendor**
- Submit through **Concur** or **Check Request**

**Employee**
- Contact **Human Resources**

*Please see the **Tax & Compliance website** for more information on payments to international payees*