

CU Marketplace Non-PO Voucher Payment Reasons Quick Guide



This Quick Guide lists all the Payment Reasons available when you create a Non-Purchase Order (PO) Voucher in the CU Marketplace and provides details about each one. Refer to the [Creating Non-PO Vouchers in the CU Marketplace Job Aid](#) for details on creating Non-PO Vouchers.

Procurement Initiators and Approvers must verify that the Voucher submitted in the CU Marketplace has not already been paid by Columbia University before proceeding with submission. Individuals with approval authority are ultimately responsible for ensuring that their approval decision prevents any duplicate payments.

Payment Reasons and Supplier Invoice No.

When creating a Non-PO Voucher, you must select a **Payment Reason** (refer to the Payment Reasons table below for all available options and descriptions) and enter a Supplier Invoice No.

For the **Supplier Invoice Number**, enter the invoice number provided by the Supplier.

If an invoice number is not provided, enter the document date (or today's date) + Total Gross Amount, including cents (**MMDDYYAMOUNT**) – do not include \$ sign. For example, if the date is July 1, 2025 and the total gross amount is \$800.00, enter the invoice number as 07012580000.

Vouchers for some Payment Reasons require specific invoice number formats. The Payment Reasons table below will indicate the Supplier Invoice Number format where it deviates from the default.

Payment Reason	Description
Advance Reconciliation	Use to reconcile Prepayment Vouchers. Refer to the Prepayment and Advance Reconciliation Vouchers in the CU Marketplace Training Guide . Supplier Invoice No Format: Original Prepayment Voucher invoice number +R1 (R2, R3, for each incremental reconciliation).
Fellowship/Scholarship/Stipend Payment Request	Use to pay a student for a scholarship, fellowship, or stipend
Foreign Vendor Reimbursements Payment Request	Use to pay expense reimbursements to foreign payees
Forgivable Loan Payment Request	Use to pay an employee a loan payment as part of the Housing Assistance Program (HAP2)
Invoice	Use to pay invoices for both Non-PO Voucher and PO Voucher invoices. Whenever you receive an invoice, you should select Invoice as the Payment Type except for some payment requests types as indicated. Supplier Invoice No Format for Utility Bills, Pitney Bowes, and Unitex where invoices are submitted with an account number but no invoice number: Month Year + Account No. MMYYACCOUNT

Legal Fees Payment Request	Use to pay legal fees. If you receive an invoice, use <i>Invoice</i> as the Payment Reason.
LRAP (Loan Repayment Assistant Program) Payment Request	Law School only. Loan repayment to students interested in becoming public interest lawyers.
Note Taker Payment Request	Use to pay a student note taker
OGC	Used only by OGC (Office of the General Counsel)
Pay Card Funding (US Bank Only)	Use to fund a bank pay card. Supplier Invoice No Format: Card Type (Rewards or Focus) + Department Number + Unique Number. <i>The Unique Number can be any value which the Department assigns to the invoice for their tracking purposes.</i> REWARDS680000X123
Petty Cash Closure	Use to close out a Petty Cash Fund. You must obtain approval from the Controller's Office before AP approval. Refer to the Submitting a Petty Cash Closure Voucher in the CU Marketplace Job Aid . Supplier Invoice No Format: Document Date (or Current Date) and "0" for the zero Voucher MMDDYY0
Petty Cash Establishment	Use to establish a Petty Cash Fund. You must obtain approval from the Controller's Office before AP approval. Refer to the Submitting a Petty Cash Establishment Voucher in the CU Marketplace Job Aid .
Petty Cash Replenishment	Use to replenish funds in an established Petty Cash account. Refer to the Submitting a Petty Cash Replenishment Voucher in the CU Marketplace Job Aid .
Prepayment	Use when you need to make an advance payment to a supplier. Use Advance Reconciliation Vouchers to reconcile a Prepayment Voucher. Refer to the Prepayment and Advance Reconciliation Vouchers in the CU Marketplace Training Guide
Prizes and Awards Payment Request	Use to pay an individual or entity a prize or award
Refunds Payment Request	Use when making a refund to a person or entity
Registration Fees/Membership Fees Payment Request	Use to pay registration or membership fees
Resident Advisor Payment Request	Use to pay a resident advisor (normally a student)
Subject Study Payment Request	Use to pay an individual for participation in a study
Union Dues/Benefits Payment Request	Primarily used by CUHR Benefits. Use to pay union dues or benefits.
Visa Application Fees Payment Request	Use to pay the US Department of Homeland Security for visas. Call for pick-up should be selected for these payments.

Note: To pay honoraria and associated expense reimbursement, use *Candex* in the CU Marketplace to submit a Requisition. Refer to the [Paying Honoraria Quick Guide](#) for instructions. For more information and examples, refer to the [Payment of Honoraria policy](#).