

HOWARD UNIVERSITY

Office of the Controller

To: All Deans, Faculty, & Staff

Through: Rebecca Vasquez-Skillings, SVP & Chief Financial Officer

From: Marchon Jackson, Interim VP of Research
John Gordon, Controller & Chief Accounting Officer
Rawle M. Howard, AVP & Chief Procurement Officer

Re: Updated Payment Request Form

Date: August 11, 2025

A communication was issued on March 20, 2025, stating that a new Payment Request Form (“PRF”) must be used to submit eligible transactions. Since that announcement, we have updated and improved the business process to include a revised PRF and the routing process in WD. Effective immediately, all [PRFs](#) should be submitted directly to AP for processing via APGrants@Howard.edu and no longer need to be submitted via the Office of Research Ticketing system first.

This communication serves as a formal notification for using [PRFs](#) for grant requests. Effective immediately, this revised [PRF](#) is the only form that Accounts Payable will accept, which includes a box for gift cards. The approval of the [PRF](#) must be signed by the PI when using a grant and will be routed electronically for signature in WD for approval by the Cost Center Manager and SPO Post Award. The revised [PRF](#) can be found on the [Office of Research Website](#).

The [Interim Ad Hoc Payment](#) policy must be adhered to when processing the following:

1. Non-Employee Travel Reimbursement
2. Student Travel Reimbursement
3. Non-Employee Stipends
4. Student Stipends

Step-by-step instructions are noted below:

- Complete PRF in its entirety, including the PI signature.
- Include all receipts and corresponding documents
 - Completed W9 or W8 BEN, where applicable. Forms with Personal Identifiable Information must be encrypted ([see instructions](#)).

- Completed [ACH form](#). All documents requested on [the ACH form](#) must be included. Forms with Personal Identifiable Information must be encrypted ([see instructions](#)).
- Memo outlining that payment is consistent with the award, the payee(s), and the payment schedule
- Submit the completed PRF package to AccountsPayable@Howard.edu for processing.
- PRFs will be routed in WD for all applicable approvals

Procedural Considerations

- Payee Eligibility - PI determines if a student meets the eligibility requirements for a stipend based on the terms and conditions of the agreement (e.g., a specific grant may require the recipient to be a U.S. citizen enrolled as an Engineering major). It is the responsibility of the PI to maintain documentation of this verification.
- Payee Certification – PI is responsible for payees providing accurate and completed documents
- Submission Timing - To facilitate timely payments, AP must receive approved PRFs at least 10 business days before the first payment is due
- Payment Type
 - AP's preferred payment method is ACH or EFT. Depending on the recipient's bank and the accuracy of the ACH information provided, they could receive payment within 1 to 4 business days.
 - If a recipient elects to receive a check, AP will not allow recipients to pick up checks.
 - Depending on a recipient's mailing address, they could receive payment within 5 to 10 business days.
- Payment Cycle - AP issues payments on or before the end of business each Friday.
- PRF Changes – AP cannot accept email requests for any changes to a submitted PRF package. The PRF must be revised and resubmitted
- Budget Failures - PIs are responsible for working with the appropriate departments for resolution

OPC encourages all Faculty, Staff, and Principal Investigators to familiarize themselves with the [Interim Ad Hoc Payment](#) Policy and adhere to its guidelines.

Moreover, we ask that you continue to support our efforts as we all attempt to enhance operational efficiencies, monitor compliance, and exercise our fiduciary responsibility to Howard University and our Sponsors.