



Office of the Vice President for Research  
Standard Operating Procedure

Internal Payment for Services  
#1013  
Effective Date: 01/01/2019

**I. Purpose**

The purpose of this Standard Operating Procedure (SOP) is to describe how Post Award Specialists (PAS) execute an internal payment for services in Workday. 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 within the University, the PAS will the  
one via an Internal Service Delivery task in  
Accounting Journals: Transfer job aid for the

Version Date	Approval Date	Summary Changes
[01/01/2019]	[01/01/2019]	Initial Version
[06/23/2021]	[06/25/2021]	Updated to reflect the process in Workday