

Vendor Check Pickup and Call Extension Checks FAQs

UAB Accounts Payable checks were previously disbursed based on the call extension number of the employee who submitted the payment request. Review the following FAQs for the current policy regarding generation of call extension checks.

1. Can I still request to hold vendor payments for “subject fees” or clinical trial participants?

No. However, Greenphire clinical cards are distributed to departments by appointment only. Please coordinate by sending an email to fa-grantsaccting@mail.ad.uab.edu.

2. Will vendor payment checks still be available for pickup in the Administration Building?

No. Vendor payment checks (with few exceptions) will be mailed directly to the supplier’s payment address on file. Suppliers may update their payment address in the UAB iSupplier portal. Visit the [iSupplier Portal website](#) for more information.

3. Will the supplemental documentation I import to OnBase for the payment request be mailed to the vendor along with the check?

No. Financial Affairs is not able to include supplemental documentation with vendor disbursements. However, the remittance does include the invoice number and/or a brief reason for the payment.

4. If I do not have an invoice number, how will the vendor know who or where to apply the payment?

To ensure payments are applied appropriately, we recommend utilizing the UAB P-Card when the vendor does not issue an invoice. (i.e. membership renewals, conference registrations, etc.). Visit the [UAB P-Card website](#) for more information.

5. Why am I receiving an email to pick up a vendor payment check in the Financial Operations Center?

Only the following approved Payment Request combinations automatically generate call extension checks for pickup:

- **Payment Type**
 - Vendor Services
- **Supplier Number/Name**
 - 323486 Dept of Homeland Security Dallas (EB-1B)
 - 378078 Dept of State
 - 422584 Dept of Homeland Security
- **Object Code**
 - 8609990