

**Oberlin College**

**Payment Matrix - Obiebuy, Chrome River or Request for Payments**

as of December 09, 2024

Obiebuy - Vendor / Supplier	Obiebuy - Purchasing / Payment	Accounts Payable - Banner Direct Pay	Chrome River - Employee
<p>All Vendors</p> <p>1 - Domestic - Supplier with Federal Tax ID Number (EIN)</p> <p>2 - Individual - Supplier with Federal Social Security No.</p> <p>3 - International / Foreign Entity</p> <p><i>To protect the vendor &amp; the OC from potential fraud, all vendors / suppliers will be required to register to be paid</i></p>	<p>Vendor Payments, for services like:</p> <p>Advertising</p> <p>Art objects - Allen Memorial Art Museum</p> <p>Books for departments other than libraries</p> <p>Fed Ex and UPS departmental accounts</p> <p>Food supplies</p> <p>Legal fees</p> <p>Library books and periodicals at all libraries</p> <p>Magazine and newspaper subscriptions</p> <p>Mailing lists</p> <p>Membership dues</p> <p>Reprints from publications</p> <p>Speaker fees and honoraria</p> <p>Utilities</p> <p>All other expenses with purchase orders</p> <p>Local Vendor Forms (LVF)</p> <p>The Hotel of Oberlin Inn</p>	<p>Student payments not made through Payroll</p> <p>Student organization and club expenses</p> <p>Petty cash reimbursements</p> <p>International Payments / Non - US dollars</p> <p><i>All Students are required to update payment information through Overview</i></p>	<p>Employee direct reimbursements;</p> <p>Airline tickets and ground travel</p> <p>College pcard expenses</p> <p>Employee out of pocket expenses</p> <p>Travel reimbursements</p> <p>Travel cash advances</p> <p><i>Employee benefits and payroll deduction (HR only)</i></p>

All policies and procedures are available at: <https://www.oberlin.edu/controller/forms-policies>