Are you paying a company or an individual?

- Company
  - Supplier Registration
- Individual
  - What type of transaction?
    - Purchase of goods and services
      - Guest Speaker Agreement or General Services Agreement
        - Payment(s) totaling $3k or more?
          - Yes
            - PO required and a Supplier Registration
          - No
            - *Miscellaneous Payee
    - Other type of contracts (BCM, POs, etc)
      - Supplier Registration
    - Other
      - Paying a student award/fellowship, guest speaker/honoraria, visitor travel, or visiting researcher/scholar

*Please refer to Miscellaneous Payee FAQs for additional information