



## QUICK TIPS

# SUPPLIER INVOICE REQUESTS (SIR)

*What can be paid on a SIR in Workday?*



**Registrations**



**Legal Fees**



**Student Payments**



**Homeland Security**



**Non-Employee Awards**



**Honorariums**



**Non-GT Student  
Training Stipends**



**Telecom Services Paid to  
Provider/Utilities**



**Mailing Costs:**

- Postage
- Shipping
- Mailing Services



**Pre-Payment:**

- Subscription
- Institutional Memberships  
Certifications

**Need Assistance?**

Submit a ticket to [ServiceNow](#) for additional support.

