

<b>OCE – Preceptors: Preceptor Payments</b>		<b>SOP #: CE.004.01</b>
Effective Date	07/01/18	
Last Revision/Review	11/29/18, 8/28/19, 10/21/2022	

### 1. Purpose

The purpose of this procedure is to provide guidelines to the OCE Staff for Internal process for paying the Preceptors.

### 2. Related Policy/Authority

### 3. Faculty/Staff Responsibilities

RAC Coordinators

Director of Clinical Education

Administrative Assistant

Finance Office

### 4. Definitions/Abbreviations

- A. OCE – The Office of Clinical Education
- B. CAPRI – Clinical And Professional Resource Information System
- C. NI – New Innovations
- D. eR – eRequester → Accounting System

### 5. Procedural Steps

5.1. The trigger for preceptor payment is the evaluation completed and submitted by the preceptor in NI.

The Director of Clinical Education:

5.1.1. Makes sure that the payment/vendor paperwork is completed in CAPRI, vendor is created in GP, and the preceptor payment can be processed.

5.1.1.a. The required payment paperwork includes Burrell COM Vendor Form, W9, Payment Agreement.

5.1.2. Issues the invoices for all preceptors/vendors;

5.1.3. Submits the invoices to the Administrative Assistant or Finance office to enter/upload into “eR”;

5.1.4. Approves the purchase requisition in eR;

5.2. The system emails copies of generated invoices to the Finance Office for further processing of payment.

### 6. Reports/Charts/Forms/Attachments/Cross References

[CAPRI](#)

[W9](#)

### 7. Maintenance

The OCE will review this procedure as necessary.

### 8. Signature

Approved by	10.21.2022
Director of Clinical Education	Date

### 9. Distribution List

Internal

### 10. Revision History

Revision Date	Subsection #	Summary of Changes	New/Cancellation/Replacement Procedure? (if applicable)	Approval Date
10.21.2022	5	"GP" updated with "eRequester"		10.21.22