

Collecting Program Payments from Participants:

Work with your department administrator to coordinate participant payments and payments to vendors. Each program is structured differently, so no one-payment structure fits all. Some programs collect payments from participants into a department account and then the department makes travel arrangements. Other programs have participants pay international vendors directly. Most programs utilize a hybrid of both methods.

Before setting up a payment process, check with your department administrator about an Index for program revenues and expenses.

- Collecting Payments Online: Create a Touch-Net Account with UNM Marketplace. In this case, participants will be able to pay online with their credit/debit cards. You can see more information [HERE](#). **Please contact MarketPlace@unm.edu** to set this up. Most programs set up two links, one for the deposit and one for the final payment. Once set up, the link(s) can be shared with participants directly OR you can send the link to flip@unm.edu and GEO can include the link in the online application for your program.
- Collection through the UNM Cashier's Office: Please customize the attached Payment Collection Flyer template for your program.
 - Along with your department administrator, make edits to the template to meet the needs of your program. Often two versions are created, one for the deposit and one for the final payment.
 - Participants will need to take the Payment Collection Flyer *and* the associated payment(s) to the UNM Cashier's Office (in the UNM Business Center on Lomas and University) to make the payment(s).
 - The payee will email a copy of the receipt to you and your department administrator OR you can work with GEO (flip@unm.edu) to set up a place for participants to upload receipts in the GEO system for your program.
 - Please reach out to Anthony Montano, UNM Cashiering Manager, for questions. anthonymontano@unm.edu

Making Payments to International Vendors

Advance reservations and payments should be made whenever possible. In cases where program leaders need to make payment while abroad, a Study Abroad P-Card can be used. In the event that the program leader already has a P-Card, a new card is not required but the P-Card office should be notified to avoid potential card declines. You can see Study Abroad P-Card information [HERE](#). Please read the information on the P-Card site carefully. For questions, please contact Peggy Sedillo (psedillo@unm.edu) or Teresa Romero (teresar@unm.edu) at the UNM P-Card Office.

For additional support, contact Unrestricted Accounting:

Unrestricted accounting is part of the Financial Services Division, and reports to the University Controller. They are responsible for all University main campus and branch campus unrestricted indexes/funds/accounts. They review all purchase requisitions, travel reimbursements and requests for Direct Payment submitted via Chrome River, payroll transactions, and journal entries charged to these unrestricted funding sources. We approve the transactions based on compliance with University policy. See the website [HERE](#) or gacal@unm.edu. The staff list [HERE](#) may also be helpful.