

Component- Accounts Payable Instructions

Payment Frequency

1. IADR issues payments by check and wire transfer approximately once every two weeks.

Approval

1. Invoices, check requests, expense reports, and wire transfer requests must be approved by two of the officers (preferably the Secretary/Treasurer and President).
2. If the payment is reimbursing an Officer of the Component (Division/Section, Scientific Group/Network), the request must be approved by an Officer other than the recipient.
3. If your Component has any other approval requirements that are specific to your Component(e.g. two signatures required for expenses above a specific amount, only the President can approve invoices, etc), please make sure you provide IADR with those additional instructions.
4. Award payment requests require email notification of award receipt by component leadership.

Forms 1099

1. IADR must issue a tax form 1099 to recipients of awards, fellowships, and grants.
2. In order to issue these forms, we must have the social security number for all of your Scientific Group/Network's award, fellowship, and grant recipients who are US residents. [Collected by IADR staff after form submitted]

Submitting Payment Requests

1. Approved payment requests can be mailed, emailed or faxed using one of the following:
 - a. Mail: IADR – Accounts Payable
1619 Duke Street
Alexandria, VA 22314
USA
 - b. Email: finance@iadr.org
 - c. Fax: +1.703.548.1883
2. Please include all pages of the invoice and any other documents substantiating the expense.
3. Expense reports must include copies of all receipts or other supporting documents.

Wire Transfers

1. We do not typically send wire transfers to US vendors except in special circumstances (e.g. very large dollar amounts). If an exception is demanded, the Component may be responsible to cover the applicable wire transfer fees.
2. Due to the fees associated with sending wires, we discourage sending wire transfers of less than \$100.