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
Regional Hub 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. GP – Microsoft Dynamics 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: BCOM 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 to enter into GP;
   5.1.4. Approves the purchase requisition in GP;

5.2. Administrative Assistant submits the approved invoices to the Finance Office for further processing of payment.
6. Reports/Charts/Forms/Attachments/Cross References

CAPRI

BCOM Vendor Form

W9

Preceptor Agreement

7. Maintenance

The OCE will review this procedure as necessary.

8. Signature

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<td>Irina Zhorzholian, MBA</td>
<td>Date</td>
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<td>Director of Clinical Education</td>
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9. Distribution List

Internal

10. Revision History

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<th>New/Cancellation/ Replacement Procedure? (if applicable)</th>
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