

2317 PAYROLL, REAL ESTATE, SALES, USE AND OCCUPANCY AND UNRELATED BUSINESS INCOME TAXES

Effective: Dec. 1986
Revised: May 2018
Last Reviewed: May 2018
Responsible Office: Comptroller
Approval: Comptroller

PURPOSE

To ensure the timely payment of University tax obligations.

POLICY

1. Disbursements for taxes due federal, state or municipal authorities must be processed using a properly completed non-PO payment request through the Penn Marketplace.
2. All forms for tax payments must be accompanied by appropriate supporting documentation as follows:
 - Payroll - Payroll Cash Disbursement Summary
 - Sales, Use and Occupancy - Approved Supporting Schedules
 - Real Estate - Municipal Tax Bills
 - Unrelated Business Income - Approved Supporting Schedules
3. The [Office of the Treasurer](#) and/or the [Office of the Comptroller](#) are responsible for ensuring the timely payment of taxes incurred or withheld by the University and payable to a government agency.
4. The Office of the Comptroller is responsible for maintaining an effective and efficient system for determining the accurate and complete amounts due for payroll, real estate, sales, use and occupancy and unrelated business income taxes.
5. Taxes will be paid in accordance with the appropriate governmental regulations.