

DIRECT PAY GUIDELINES

Direct pay payment requests must be submitted directly to Auxiliary and Business Services Accounts Payable on the Direct Pay Form. **Department e-requisition forms for the following items should no longer be used.** All applicable State of California, University, and Auxiliary and Business Services regulations and policies apply to any purchase/payment requested via the Direct Pay Form.

Please accurately complete and/or update any attached order forms/applications as one copy will be mailed with payment to the vendor address shown on the document.

All order forms/applications must identify the University or Auxiliary and Business Services as the bill-to party, the University address as the delivery address, and reference the contact name/auxiliary responsible for placing the order. It is the sole responsibility of the requesting auxiliary to ensure all information necessary for proper delivery of items is provided to the vendor on the order form.

Any problem resolution regarding the order is the requesting department's responsibility.

Unapproved, non-qualifying, or incomplete direct pay forms may be returned unprocessed to the originating auxiliary.

Payments to new vendors may be delayed until a completed Vendor Payee Record Form (State of California Form 204) is obtained from the vendor.

Qualifying Items List (if an item is not on this list, use a department e-requisition):

- Academic Testing Services
- Accreditation Fees (Attach completed application form)
- Ads placed in the Signal
- Ads for recruitment of positions
- Booth Space at Conferences, Trade Shows
- Business Meals, Food and Related Reimbursements (see University hospitality policy)
- Conferences, Seminars and Workshops (University-sponsored on campus)
- CSU Chancellor's Office Expenses
- Dues and Memberships (Completed application required)
- Express Mail Charges
- Freight Bill Charges
- Game Officials
- Hazardous Waste Fees
- Inspection/Permit/License fees (excluding software licenses)
- Insurance Premiums for Risk Management
- Legal Settlements (Include W-9)
- Physician/Med. Lab Fees (off campus health/lab care- students and staff, job-related)
- Refunds
- Reimbursement to individuals for non-travel related supplies and services purchased for University use up to \$500 per transaction (including tax and shipping). Reimbursements for less than \$50 should be processed through the Cashier's Office using a Petty Cash Voucher form located on the Financial Services website.
- Royalties
- Scholarships (Include Student ID # and full address)
- Student Stipends and Awards (Include W-9)
- Subscriptions
- Substitute Teachers
- Travel Reimbursement to non-University employee or volunteer
- U. S. Postage Meter Request
- Utilities