

DIRECT PAY PROCESS

How the Pay Direct Program Works

Direct Pay is a convenient method for making purchases in which creating a purchase order would add no value to the transaction. Direct Pays bypass the purchase order process and are paid directly from a Direct Pay form.

Eligible Transaction Types

- 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

Pay Direct Procedures

1. Use the Direct Pay form located on the Financial Services Forms and Publications webpage.
2. Date - Defaults to today's date.
3. RUSH – Mark rush if this to be processed immediately.
4. Special Instructions – Type in any instructions Accounts Payable needs to know in order to handle this transaction.
5. Date Needed – If marked RUSH, when does the check need to be processed.
6. Direct Pay (DP) Number – A department generated number for tracking purposes.
7. Vendor Information – Name, remittance address, and phone number.
8. Type of Payment – Mark appropriate box that pertains to transaction.
9. Funding – Complete the appropriate Chartfield String.
10. Authorization – Type the requestor's information and extension; approving authority's name and extension.
11. Print the form.
12. Approving Authority Signature – Sign and date.
13. Attach an original itemized invoice or receipt to the form.
14. Keep a copy for your records.
15. Forward to Accounts Payable.

A Few Pointers

- An original invoice/receipt or your signature on copy of invoice/receipt must clearly show the following information when payment is made to a vendor:
 - Vendor name
 - Remit address
 - Invoice number
 - Invoice date
 - Description of items with the quantity ordered and unit price
 - Sales tax applicable
 - Additional charges such as freight, handling, etc.
 - Payment terms (due in 30 days, etc.)
- When payment is to be made to a campus employee for reimbursement, attach a receipt and/or proof of payment (check, charge slip, etc.) to the form. Clearly indicate what is to be reimbursed (paper, pencils, toner, etc.) Reimbursements should be infrequent and generally represent emergency purchases.
- Accounts Payable will make every effort to process Direct Pays for payment within ten working days. Check Brio Web within 15 working days for confirmation of payment.
- Invoice payments will be mailed directly to vendors according to the address provided on their invoice. Employee reimbursement checks are normally sent via inter-office mail.
- Payments to new vendors may be delayed until a completed Payee Data Record Form (State of California Form 204) is obtained from the vendor.
- Reimbursement to individuals for received supplies or services may not exceed \$500 per transaction (including tax and shipping).
- The procurement card is the preferred method for low dollar commodities purchases.
- Petty cash is also available for reimbursements under \$50.00.
- OfficeMax is to be used for online ordering of office supplies.
- Bypass of Procurement Services is otherwise unauthorized.