DIRECT PAYMENT is a process for paying vendors or reimbursing employees without going through the formal procurement process (i.e., requisition, purchase order, and encumbrance of funds). This can occur when no value is added by involving Buyers in the process (e.g., obtain quotes, apply purchase incentives, and review terms and conditions documents). If possible, non-requisition orders should be paid by PCard. If using a PCard is not an option, Direct Payment is processed using Direct Pay Forms.

DIRECT PAYMENT *cannot* be used for the following:
- Travel (requires Travel Request)
- Stipends (see Payment Matrix to determine proper payment method)
- Purchase of equipment over $500 (requires requisition and purchase order)
- Conference registration (requires Travel Request)
- Reimbursements under $50 (use Petty Cash process)

All forms referred to in this document can be obtained from the Financial Services web site:
http://www.csustan.edu/FinancialServices/

DIRECT PAYMENT PROCEDURE: There are two Direct Pay forms: one for Vendor Payment and one for Employee Reimbursement. The appropriate form should be utilized to ensure accurate payment processing.

VENDOR DIRECT PAY FORM: to be used to pay an invoice for a commodity or service that has already been received.

VENDOR NAME	Enter the name of Vendor that is indicated on the attached invoice.
REMIT TO ADDRESS	Enter the address to which the check is to be mailed.
CHART STRING	Enter the appropriate Account, Fund, Department, Program, and Project (Grants only) codes for where the expense should be charged. An invoice payment can be split between multiple chart strings.
AMOUNT	Enter the amount that should be charged to each identified chart string. The Total Amount should be the same as the total indicated on the attached invoice.
RQUESTOR INFORMATION	Enter the name of the Requestor and obtain the Requestor signature. The Department Chair/Supervisor name and signature should be entered if this is required internally by the College or Division in order to obtain authorization from a Dean/AVP or VP. Financial Services does not require this signature for processing the Direct Pay request.
AUTHORIZATIONS	Direct Pay requests under $1000 can be authorized by a Dean or AVP. Direct Pay requests of $1000 or over must be authorized by the appropriate Vice President. Direct Pay requests for Grants can be authorized by the PI. Direct Pay requests for Trust Funds can be authorized by the Trustee identified on the Trust Agreement.

> **EMPLOYEE REIMBURSEMENT FORM**: to be used reimburse an employee for an expenditure that is deemed to be for University business purposes.

EMPLOYEE NAME   Enter the name of the employee that is to be reimbursed.

ADDRESS   Enter the employee address to which the reimbursement check should be directed.

RECEIPT DESCRIPTION   Each receipt attached to the reimbursement request must be separately identified in one of the Receipt Description spaces on the form. Attach additional sheets if needed to list all attached receipts. Each receipt must be itemized.

CHART STRING   Enter the appropriate Account, Fund, Department, Program, and Project (Grants only) codes for where the reimbursement (identified in space above the chart string boxes) should be charged.

AMOUNT   Enter the amount (should match attached receipt) that should be charged to each identified chart string. The Total Amount should be the same as the total of the attached receipts.

RQUESTOR INFORMATION   Enter the name of the Requestor and obtain the Requestor signature. The Department Chair/Supervisor name and signature should be entered if this is required internally by the College or Division in order to obtain authorization from a Dean/AVP or VP. Financial Services does not require this signature for processing the Employee Reimbursement request.

AUTHORIZATIONS   Employee Reimbursement requests under $1000 can be authorized by a Dean or AVP. Employee Reimbursement requests of $1000 or over must be authorized by the appropriate Vice President. Employee Reimbursement requests for Grants can be authorized by the PI. The PI cannot approve his/her own reimbursement. Employee Reimbursement requests for Trust Funds can be authorized by the Trustee identified on the Trust Agreement. A trustee cannot approve his/her own reimbursement.

PAYMENT REQUEST SUBMITTAL: All completed and authorized Direct Payment and Employee Reimbursement requests should be submitted to Financial Services-Accounts Payable, MSR 270.

Questions can be directed to Financial Services – Accounts Payable 667-3654