

Sonoma State University
Financial Services

Direct Pay Procedure

A Direct Pay form has been designed to allow departments to submit payment requests directly to Accounts Payable for expenses that do not require procurement processing using a procurement card or an e-req and must be on the limited authorized low value list below.

SPECIAL NOTE: Other than the limited items listed below, purchases of supplies, materials, equipment, (tangible goods) are not eligible for Direct Pay. Departments are required to comply with campus procurement procedures administered by the Financial Services Contracts and Procurement office at X42191.

The Direct Pay form contains all of the vital payment information that Accounts Payable will need to process payment; namely,

- Payee name
- Authorized PeopleSoft chartfield string
- Department contact name and phone extension
- Check delivery instructions
- Authorized signature. Authorized signature must match name and signature sample for any given fund on record in Financial Services.

Required Attachments

- An itemized invoice must be attached to the Direct Pay form. *Invoices submitted without proper itemization will cause delay in processing. Paperwork may be returned to the department to correct and resubmit.*
- A Payee Data Record Form 204 must be on file for the payee in Accounts Payable, or the department must obtain and attach the form. *Any Direct Pay documents that are submitted without a Payee Data Record 204 Form on file or attached will be returned to the department to obtain and resubmit.* Departments may contact Financial Services X43967 or X42191 for assistance.
- Itemized receipts as may be applicable
- Hospitality Form as may be applicable

Limited Authorized Low-Dollar Commodity Purchases valued up to \$500

1. Commodities up to \$500 – Invoices must describe the item(s), date(s), of purchases, delivery to address and remit to address.

Limited Authorized Low-Dollar Services valued up to \$2,500

Where the transaction is one-time only, does not require a signed contract and/or cannot be paid for with a campus procurement card (Procard), or where a check must accompany the order of the following items.

1. ***Service Performed by an Individual.*** - Invoice must describe the service, purpose, location, date(s) of service, individual's complete mailing address. **Note:** No CSU staff may perform a service for payment. Any payment request to an individual for all funds, at all dollar amounts, requires prior review and approval by Human Services. Contact Human Services at X42092.

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2. ***Simple Service Performed by a Company.*** - Invoice must describe scope of service (ex: sharpen blade; timeclock repair), date of service, company name, complete mailing address, phone number.
3. ***Special Lecturer/Guest Speaker*** - Invoice must include lecture date(s), topic, class name, Special Lecturer's/Guest Speaker's name and signature. **Note:** Any staff or faculty member being considered to perform any service must have prior review and approval by Human Services. Contact Human Services at X42092.

SPECIAL NOTE: Contractual Services Performed by an Individual or a Company are not eligible for Direct Pay. All services of a contractual nature including but not limited to bus transportation, equipment maintenance, consultant agreements, software site licenses, risk potential activities, construction related services, or when a department encounters a unique or complex service need, for any or zero dollar amount require purchasing office review and approval signature. No contractual commitments may be made to a third party on behalf of the University unless by an authorized SSU purchasing office staff. For assistance with your contractual services needs, please contact the Contracts and Procurement office at X42191.

Routine Purchases - Operational

1. ***Media: Publications/Periodicals/Journals/Videos/Software upgrades/CD's*** - Itemized invoice and/or itemized order form required.
2. ***Membership*** - Memberships must be in the name of the University, not an individual's name. Department representative's name and title, and period of membership should be included on invoice/order form.
3. ***Subscription*** - Subscriptions are to be made in the name of the University. Department representative's name and title, and period of subscription must be included on the invoice/order form.
4. ***Interview Expense Reimbursement*** – Original, itemized receipt(s) must be attached to completed invoice. NO FORM 204 REQUIRED. **Note:** All employee or potential employee interview expenses require Customer Services review and approval.
5. ***Non-Employee Travel or Other Reimbursement*** – Original, itemized receipt(s) must be attached to completed invoice. NO FORM 204 REQUIRED.
6. ***Employee Business Expense Reimbursement*** - Reimbursement for **non-travel** business expenses. See form at <http://www.sonoma.edu/finance/forms/>. NO FORM 204 REQUIRED. Commodity Limit of \$500 applies.
7. ***Rentals*** (Video, supplies) - Itemized invoice including item(s) description, purpose and date(s) of rental.
8. ***Shipping Charges, Courier Services*** - Itemized invoice required.

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9. ***On-Campus Direct Bill Catering / hosting, Campus Order Form*** - Itemized invoice required.
10. ***Conferences, Events Expenses*** - Itemized invoice required.

Special Note Concerning Employee Travel Related Expenses:

All travel related expenses such as conference or seminar registration fees, airfare, lodging, travel advance requests, travel claims reimbursement process, etc. must be submitted directly to Seawolf Services for approval. For travel reimbursement assistance, please contact Seawolf Services at X42308.

Please refer any questions you may have regarding this procedure to Financial Services X43833 or X42191.