

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.

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.

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

- Vendor name
- Department requestor name and phone extension
- Authorized signature. Authorized signature must match name and signature sample for any given fund on record in Financial Services.
- Expenditure Description
- Authorized CFS chartfield string

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 Vendor Data Record Form 204 must be on file for the vendor in Accounts Payable, or the department must request vendor to complete and upload through secure site. *Any Direct Pay documents that are submitted without a Vendor Data Record 204 Form on file will be retained by AP for 30 days. If completed 204 not submitted within 30 days, documents are returned to the department to obtain and resubmit.* Departments may contact Accounts Payable for assistance at apinvoice@sonoma.edu or x42619.
- 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. \$500 is inclusive of all charges including tax, shipping, handling, etc.

Limited Authorized Low-Dollar Non-Contractual 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. Note: SSU cannot pay any CSU or California State employee.

1. ***Service Performed by an Individual.*** - Invoice must describe the service, purpose, location, date(s) of service, individual's complete mailing address.
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/Honorarium*** - Invoice must include lecture date(s), topic, class name, Special Lecturer's/Guest Speaker's name and signature.

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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. For assistance with your contractual services needs, please contact the Contracts and Procurement office at ereq@sonoma.edu.

Routine Direct Pay Purchases

All invoices must be bill to the correct business unit not campus employee name.

1. ***Media: Publications/Periodicals/Journals/Videos/*** - Itemized invoice required.
2. ***Membership*** – Invoice including dates of membership required.
3. ***Subscription (Non-IT/web based)*** – Invoice including dates of subscription required.
4. ***Non-Employee Other Reimbursement*** –Itemized receipt(s) or internal backup documentation must be attached to completed invoice required.
5. ***Shipping Charges, Courier Services*** - Itemized invoice required.
6. ***On-Campus Direct Bill Catering / hosting, Campus Order Form*** – Itemized charges required.
7. ***Expenses tied to CES Conferences, Events, and Services*** - Itemized charges required.
8. ***Regulatory Fees***- Itemized invoice required.
9. ***Utilities***- Itemized invoice required.
10. ***Participant***- Itemized invoice required including dates of participation.
11. ***Inter-Related***- Internal backup documentation.
12. ***Auxiliaries Specific Direct Pay Allowance***- Day to day operational expenditures. Note: Operation expenditures examples include but are not limited to food inventory, routine supplies, materials, on-campus transactions, noon-hour artists, single-service needs, non-capital transitions. If insurance by vendor would be required, department must submit an EREQ in advance for purchasing review.

Contractual Direct Pay Uses

Procurement will provide instruction when the following can be utilized:

Direct Pay for contractual services and/or commodities (blanket POs) as long as the Direct Pay references the PO or contract number.

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Confirming Order (Contractual Services Rendered without Contract)

An after the fact commitment to vendors where department did not follow established university processes.

- Department must answer the two questions at the bottom of the Direct Pay Form
- Once submitted, AP will route to Managing Director of Contracts and Procurement and Accounts Payable (or designee).
 - Approval sent to AP allows AP to process payment.
 - Denied, AP returns to department