

All invoices must identify the University or one of the Auxiliaries as the billable to entity. In addition, it is recommended the contact name/department responsible for placing the order also be referenced on the invoice.

- 1) Departments must not submit the Direct Pay form until services are rendered or commodities received. It is the sole responsibility of the requesting department to ensure all information necessary for proper delivery of items is provided to the vendor. Items should be shipped directly to Sonoma State University. Any problem resolution regarding the order is the requesting department's responsibility.
- 2) Payments to vendors may be delayed or denied until a properly completed Vendor Data Record form is on file with the Accounts Payable Office. For tax purposes, if the Vendor Data Record on file is outdated, Accounts Payable may require an updated form.

Helpful Tips:

Eligible direct pay expense items include:

- * University or Auxiliary Subscriptions
- * University or Auxiliary Memberships
- * Regulatory fees
- * Utilities
- * Non Contractual Services \$2500 or less within a calendar year
- * Commodities \$500 or less

Ineligible direct pay expense items include:

- * IT hardware and software
- * Payments to CSU or state employees
- * Service payments to students without HR approval

VENDOR NUMBER:

DEPT REQUESTOR:

EXT.

VENDOR NAME:

ADDRESS:

CITY/ST/ZIP:

Approving Authority with Delegation Signature *Date*

PHONE:

EXPENDITURE DESCRIPTION:

NOTES TO AP:

Special Note: Please do not combine Business Units. Use one form per Business Unit

Invoice Date	Invoice Number	Amount	Acct	Fund	Dept ID	Program	Class	Proj/Grant	Voucher # (AP Use)
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CASHIERS DEPOSIT: BUSINESS UNIT(BU) TO ANOTHER BU THE APPROVER MUST HAVE SIGNING AUTHORITY ON BOTH BU CHARTFIELD STRINGS.

Acct	Fund	Dept ID	Program	Class	Proj/Grant	Amount
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PLEASE NOTE: If payment request is a commodity over \$500 or non-contractual service over \$2,500, the two questions below must be answered.

1. Why was the correct process not followed:

2. What measures will be implemented to ensure compliance with procurement policies and procedures?