

## **Direct Payment of Incidental Purchases**

Procurement and Support Services, in cooperation with Accounting Services, is striving to identify and re-engineer processes to enhance efficiency and effectiveness for our users. We have determined that "incidental purchases," as listed on the following page of this policy, should, in fact, bypass the normal "purchase requisition" process because Procurement has no need to secure competitive pricing or opportunity to negotiate more favorable terms.

Departments will be able to process invoices for these incidental purchases by using a "Direct Pay Approval Form", with fields for the appropriate data required to certify payment and provide departmental tracking. The same authorized signature(s) will still be required, as those needed for normal "requisition processing". A department need only attach their invoice to one of the forms, complete the required Departmental Information in the left hand box only, and forward the form directly to Accounting Services, Mail Stop JA 58, for payment. Administrative costs and time are reduced, with no sacrifice to accountability and, most importantly, without the need to create a requisition.

The Direct Pay Approval Form is located in electronic format in Informed Filler as well as a hard copy located in the University Forms section of this manual. Use a photocopy of this master for submitting invoices or utilize Informed Filler. Invoices sent without this form will be returned unprocessed.

It is explicitly stressed that the types of purchases listed herein are the only exceptions to the normal "purchase requisition" process, and you must submit an original, itemized invoice on the vendor's stationary, not a generic receipt. In no way is this payment vehicle to be used for processing "unauthorized" purchases, pre-paid registration or application forms. Invoices received for inappropriate purchases will be returned to the initiating party for payment by some other means.

We trust you will find this process simplification beneficial, and, as always, we solicit your ideas for further re-engineering improvements to help us "do more with less". If we can provide additional information or if you have any questions, please let us know.

Dutch Green, Procurement and Support Services  
Bob Vega, Accounting Services

## **Direct Pay List and Policy**

In association with changes made by Accounting Services to the Direct Pay form, three changes have also been made to the list of acceptable items, which can be used, for this process.

Food has been removed as per the new Food Policy. Freight has been re-added to the list. In relationship to Hotel Charges for University guests, Accounting Services has asked that departments submitting claims for this category include the name of the guest, date(s) of stay, and justification why State funds should be used to pay for their stay.

Please be aware of "Reimbursement Expenses" that an individual can only be reimbursed up to a maximum of \$100 through this process and must have prior departmental approval. Any purchases over this amount must be handled through the normal requisition process or through the use of a departmental Procurement Card. Any purchase made by an individual over that amount is considered "UNAUTHORIZED" and will not be reimbursed by the university.

Please remember that all Direct Pay forms must 1) have itemized invoices attached before submitting to Accounting Services, and 2) be signed by an authorized person responsible for expending departmental funds. This form is available in electronic format in Informed Filler as well as a hard copy located in the University Forms section of this manual.

For additional information or questions, please contact Dutch Green, Director of Procurement Services at 278-2111.

## **Direct Pay List**

Accreditation Expense

Advertising

Books and Publications (order forms will not be accepted)

Candidate Expense Reimbursement

Classroom Facilitator (under \$ 1,000)

Dues & Memberships (include invoice w/ justification - order forms will not be accepted.

Express Mail Services

Facility Rentals for State Business (Must include a justification)

Film, Videotapes, Audio Rentals

Freight

Honorariums (contracted fee amount is less than \$5,000.)

Hotel Charges - University Guests Only (Please include guest's name, date of stay and justification)

Legal Services - FCC Licensing

Library Photocopying Chargebacks to Departments

Office Machine Repair

Physicians Service (off campus health, lab care - students & staff, job related)

Reimbursement Expenses (up to \$100.00)

Scholarship (Financial Aid)

Stipends - student's master teacher

Student Teacher Agreements less then \$5,000

Subscriptions (one year periods only)

Testing Services

Vehicle Rental (not covered under travel claims)

Workman's compensation Payment (school districts)

**NOTE: Itemized invoices must accompany all department approved Direct Pay forms.**