DIRECT PAY GUIDELINES

1. Please use ProCard whenever appropriate, e.g. advertising, books, memberships, and subscriptions.
2. Direct Pays are payments against a department’s account without the establishment of a purchase order. Please see list below for qualifying items.
3. For Qualifying Items except for “H” (see below for details), a Direct Pay Form may not be necessary if you have a vendor invoice that includes all necessary information for payment. You must include the chart field string, original authorized signatures and the words “Direct Pay” or “DP”.
4. Direct payment for employee reimbursements of $50.00 or less can be taken to the Cashier’s Office and paid via the petty cash fund.
5. All applicable regulations and policies apply to any purchase/payment requested via the Direct Pay Form.

For any questions regarding what may qualify as a direct pay, please contact Procurement at ext. 4555.

Qualifying Items (QI) Include:

A Advertising (not to exceed $2500 per job - Use ProCard as 1st option)
B Application fees
C Student Teacher Agreements
D Fine & Forfeiture revenue (Parking)
E Food purchases using CSUSM funding requires a hospitality form and must be attached. Food purchases using UARSC funding must be in compliance with UARSC Public Relations Funds Policy. UCORP, ASI and The Foundation must follow appropriate regulations.
F Off campus meeting rooms – submit with copy of agreement at least 14 days prior to event.
G **Employee reimbursements** (non-travel). For commodity purchases use ProCard as 1st option. Include complete details of all expenses and ORIGINAL receipts. Approving signature must be the employee’s supervisor or manager with fiscal authority. For computer items, see Qualifying Item Q. For a commodity purchase, the employee receiving the item must acknowledge that it is the property of the Organization by signing the direct pay form.
H **Other** direct payments – Payments that do not benefit from the issuance of a purchase order shall be reviewed and approved by Procurement or Accounts Payable on a case-by-case basis. Explanation is required in description field.
I Permit/license fees (non-computer related)
J Postage
K Settlements/Garnishments
L Printing
   a) Simple layout design services (not to exceed $2500 per job - Use ProCard as 1st option)
   b) Complex layout design services may require Procurement involvement. (ProCard is not an option)
M Books (Use ProCard as 1st option)
N Insurance
O Refunds
P Community Outreach (purchase tables at events with no terms and conditions to be signed). For events with terms and conditions to be signed, please contact Procurement.
Q Computer related items (up to $2499.99). See below list of prohibited items and approval requirements.
R School district payments
S Registration – for online training, webinar, training class, seminar, conference, etc., where there is no other travel expense. Mileage is a travel expense.
T Memberships and subscriptions - must be held in the name of the University and not the individual and are the property of CSUSM. Please include the start and end date of the membership or subscription in the description section of the DP form.
U Sponsorships
V Scholarships/Tuition as appropriate
W Stipends as appropriate
X Research Participants as appropriate
Y Awards as appropriate
Z Gifts/Promotional items using CSUSM funding requires a hospitality form and must be attached. Gifts/Promotional items using UARSC funding must be in compliance with UARSC Public Relations Funds Policy. UCORP, ASI and The Foundation must follow appropriate regulations.
All order forms/applications must identify the Organization as the bill to party using that address as the delivery address, and reference the contact name/department responsible for placing the order. It is the sole responsibility of the requesting department to ensure all information necessary for proper delivery of items is provided to the vendor on the order form. Any problem resolution regarding the order is the requesting department’s responsibility.

Check PeopleSoft within 15 working days for confirmation of payment.

Payments to new vendors may be delayed until a completed Vendor Data Record Form (Form 204) is received by Accounts Payable from the vendor.

Independent Contractors are not paid via a Direct Pay Form. Please use the appropriate Independent Contractor Packet.

**COMPUTER-RELATED ITEM REQUIREMENTS:**
The computer-related commodities identified below, regardless of dollar amount, may not be purchased with the Direct Pay Form without prior approval from IITS. Purchases made in this fashion are still equipment belonging to the Organization which makes it important to ensure compatibility with existing campus technology. In addition, IITS support levels of technology to be purchased needs to be articulated. Written approval from the Associate Dean, IITS must be obtained before any technology purchase is made. Assessable Technology Initiative requirements may apply.

**Computer Hardware/Major Peripherals:**
- Computer:
  - a) PC
  - b) Apple (e.g., iMac, Powerbook, iPad etc.)
  - c) Unix workstation (e.g., Sun, Silicon Graphics, IBM, etc.)
- Printer – IITS network printers
- Plotter
- Scanner
- Video projector
- Netbook/Laptop/Notebook
- Readers

**Computer Upgrades/Modifications**
- Memory upgrades
- Internal/External hard storage devices
- Expansion board
  - a) Video card
  - b) Controller card/adapter (for hard disks, CD-ROM drives, SCSI, etc.)
  - c) Mother/logic board

**Network Hardware**
- Ethernet board
- Ethernet hub or switch
- Router
- Wireless equipment

**Software**
ACCOUNTS PAYABLE DIRECT PAY FORM

NOTE: This form is to be used for
- employee reimbursements other than employee travel
- purchases not requiring a purchase order, service agreement, or contract
- transactions not eligible for ProCard
This form may not be needed if all information is contained on an invoice. (See Guidelines on Page 1 for details.)

- Please see Page 1 for Direct Pay Guidelines prior to completing this form.
- Please use ProCard for appropriate items.
- Attach original receipts/documentation. (Please include additional copy of back-up to be sent with the check to vendor if appropriate).
- Unapproved, non-qualifying, or incomplete requests will be returned unprocessed to the originating requestor.
- Submit Direct Pay Form to Accounts Payable in Craven 4600. Please allow 10 working days to receive payment from the date Accounts Payable receives the direct pay form/invoice.

PAYEE:

Remittance Address: (Required)
Not our Organization address

PAYMENT : Please enter letter of Qualifying Item (QI) from Direct Pay Guidelines in box below

<table>
<thead>
<tr>
<th>QI Letter</th>
<th>Description and purpose/how it benefits the mission of the Organization</th>
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<tr>
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<td>If purchase is a commodity, the employee receiving the commodity must acknowledge that it is the Organization property and it will not leave the campus at any time without the prior approval of the appropriate person. Please have the employee sign below.</td>
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<td>Signature</td>
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If QI Letter “H”, AP will review for appropriateness:

AUTHORIZATION

<table>
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<tr>
<th>Funding Source:</th>
<th>Account</th>
<th>Fund</th>
<th>Dept ID</th>
<th>Class</th>
<th>Program</th>
<th>Project</th>
<th>Amount</th>
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Requested By Printed Name: Ext.:

Approving Authority Printed Name: Ext.:

Approving Authority Signature: Date:

Project Approving Authority Printed Name: Ext.:

Project Approving Authority Signature: Date:

Please use blue ink for signature (signature stamps not accepted)