

General Information

The Direct Payment Request (DPR) process is used to request a payment to a vendor when a purchase requisition is not required. Payments to vendors and reimbursements to employees or individuals may be processed via the Direct Payment process for low-dollar value transactions, when there is minimal risk and no "added value" for submitting a purchase requisition, or if it does not fall under the CSU Policy guidelines for Contracting & Procurement. Direct Payment Request form or vendor invoice are used in this process. Whenever allowable, the preferred method of payment is a university issued procurement credit card used in accordance with the ProCard policy for cost savings to Cal Maritime. <http://www.csum.edu/web/fiscal-services/procard-program>. Leveraged purchasing agreements made available through established campus or system-wide channels should take precedence when making low-value purchase transactions. Contact procurement for more information on these agreements.

All DPRs must include either a Direct Payment Request form or the original vendor invoice and any other documentation substantiating the business purpose of the purchase. Reference: ICSUAM 5205.00, 5227.00.

All travel related reimbursements, must be submitted on the Travel Expense Claim.

Approving Authority

Each Direct Payment Request, or invoice, must be signed and dated by the authorized approver with Delegation of Authority (DoA). All approving signatures on the DPR will be verified for approving authority. Any DPR without a proper DoA signature will be returned to the department.

Employees may not request and approve a payment for themselves. The Direct Payment Request must be approved by the approving official with DoA.

Vendor Data Record 204 Form

A completed Vendor Data Record 204 form is required when doing business with the State of California, must be obtained prior to making the purchase, and on file with Accounting. For further questions about the Vendor Data Record form, contact Accounts Payable (AP) or the Procurement department. Vendor 204 Link:

https://www.csum.edu/c/document_library/get_file?uuid=0f0874c1-fe25-4961-9f2c-ae63c80e190&groupId=4940280.

Direct Payment Request Process

Pay with ProCard in accordance with the ProCard policy. This will reduce costs to Cal Maritime. If the ProCard is not an option, direct payments are processed with either the Direct Payment Request form or with an original vendor invoice. Direct Payment request cannot exceed \$4,000 unless it is an allowable exception. Allowable exceptions are designated with an asterisk (*). Never pay invoices with a personal credit card - pay via ProCard or Direct Pay. Contact Procurement for assistance if needed.

When requesting a direct payment with an invoice only, the invoice must be original with line item detail/description of the goods/services and the total amount due to the vendor clearly identified. Packing slips or invoices marked duplicate are not accepted. Submit the invoice to AP with the following details written legibly on the invoice:

- Chartfield: Account-Fund-Depart ID (Class or Project if applicable)
- Approving Official's signature
- Description and/or business purpose of purchase

Examples of appropriate Direct Payment Request items:

- *Accreditation Fees: Payments to an Accrediting body or individual, and payments for any expense associated with an individual as part of the accreditation process.
- Books and Publications: Payment for books, magazines, publications, various testing material, film rentals, recorded audio and visual tapes, CD's and diskettes. If an order form must go with payment, arrange to pick up check with AP. Must have CSU Maritime Academy mailing address.
- *Multi-year contracts as designated by Director, Contract Services and Procurement: such as Chartwells, Follett.
- *Event Fees: Payment to a vendor or reimbursement to an employee for the cost of a chair or table at an awards banquet or Gala. The event must be a direct benefit to the University.
- *Food: Reimbursement to an employee for food purchased. Each purchase must follow the Hospitality Policy and each DPR must have a preapproved Hospitality Justification for the purchase along with a list of attendees attached.
- Game Officials: To be used by Intercollegiate Athletics only for payments to game officials, not for rental of facilities or for payments to coaches. Request for payment in arrears of the service and must have an invoice.
- *Gordian Group management payments related to campus awarded to JOCs.
- Guest lecturers or Special lecturers: payments to non-Cal Maritime personnel, individuals only who meet the low-risk metric. Related expenses to guest/special lecturers included. Payments to companies must be processed by the requisition/purchase order process.
- Honorariums: to non-CSUM individuals who meet the low-risk metric. Honorariums are non-transferrable. 1099s are issued on payments over \$600.00. The completed Honorarium Form must be included for payment. Payments to companies must be processed by the requisition/purchase order process.
- *Insurance, taxes, permits, postage (excluding postage stamps).
- *Procurement credit cards, including Voyager and US Bank.
- *Membership dues/Subscriptions: Payments for membership/association dues. If a form must go with payment, arrange to pick up check with AP. Must have CSU Maritime Academy mailing address.
- Uniform Reimbursement: Must follow the uniform allowance policy or union contract.

The Director of Contract Services & Procurement shall have authority to allow additional direct payments, or those above the dollar threshold by signing the Direct Pay Request form in advance of the payment.

Due to the nature of the following transactions, the following shall be paid without approvals and may be greater than the \$4,000.00 threshold:

- Utility charges only, not for equipment purchases (i.e. energy, telephone, water, cable services). AP will email notification with a copy of the invoice to the appropriate director.
- FedEx, GSO, UPS when the sender documentation is properly completed.

Direct Pay Request cannot be used:

DPR cannot be used for:

- any on-campus services including repairs;
- any off-campus services requiring a signed contract/agreement;
- electronic or information technology (E&IT) products (cellphone, tablets, landlines, DSL);
- postage stamps;
- employee/student travel expenses (follow Travel Policy);
https://www.csum.edu/c/document_library/get_file?uuid=cbf71d70-5540-4e02-8d77-efe56b56363f&groupId=4940280

- Cal Maritime employees performing services – contact Human Resources;
- office supplies not purchased through approved master agreement vendor – Staples;
- memberships for Costco, Amazon Prime, Sam’s Club or similar;
- toner cartridges or white copy paper;
- splitting of purchases to circumvent purchase limits.

DPR Payment

Upon receipt, Accounts Payable will review the Direct Payment Request to ensure it meets the requirements and includes the correct approval signatures.

AP will process payment within 7-10 business days if all requirements have been met and approvals are accepted. If requirements are not met or approvals are not accepted, AP will return the DPR to approver for correction with reason for return.

Payment may be held up for any of the following reasons:

- No Vendor Data Record 204 form on file;
- DPR is for an unallowable reimbursement;
- DPR has incorrect or incomplete information, including missing original receipts, list of attendees, required justifications:
- Approval signature is missing;
- Approver does not have a DOA on file for dept/fund.

VP A&F’s designee to review all payments prior to check distribution.

Confirming Order

Purchases for goods or services made in the name of the University without delegated authority, outside the proper and authorized procurement methods, or above the contract dollar value are considered “Confirming Orders”. Confirming orders or “after-the-fact” orders are strictly prohibited. Confirming orders can be considered a personal obligation of the individual making the purchase and not an obligation of the university.

Any confirming orders will be returned unprocessed to the department’s VP. Repeated confirming orders may lead to a revocation of direct payment signature authority.