INTRODUCTION

The University offers the Direct Pay method for University obligations for which little or no value can be added by processing the transaction through standard procurement procedures. The Direct Pay option may be used under the Delegation of Purchasing Authority (Delegation) [http://www.csub.edu/BAS/fiscal/procurement/forms/delegation_final.pdf](http://www.csub.edu/BAS/fiscal/procurement/forms/delegation_final.pdf) for the purchase of non-tangibles and for off campus services up to $1,000. Examples include:

- Memberships
- Accreditation
- Provost pre-approved Faculty advertisements
- Subscriptions
- Registration fees (local one (1) day conference only)
- Authorized pre-employment medical examinations
- Off campus maintenance and repair services up to $1,000

In addition, the Direct Pay Form may be used for one-time, low-value commodity purchases (i.e. less than $500). The Direct Pay Form may not be used for employee reimbursement over $1,000. Purchases over $1,000 could result in the employee being personally liable. Campus members are encouraged to use the University’s Procurement Credit Card program to make allowed, tangible (commodity) purchases whenever possible. [http://www.csub.edu/BAS/fiscal/procurement/creditcardprogram.shtml](http://www.csub.edu/BAS/fiscal/procurement/creditcardprogram.shtml)

Campus Administrators must have an approved Purchasing Delegation Application [http://www.csub.edu/BAS/fiscal/procurement/forms/Campus_Administrator_Delegation.pdf](http://www.csub.edu/BAS/fiscal/procurement/forms/Campus_Administrator_Delegation.pdf) on file in the Office of Procurement in order to approve a Direct Pay.

GENERAL INSTRUCTIONS

Complete a Direct Pay Form as follows:

- **Business Unit**: Choose appropriate business unit.
- **Vendor #**: Provide vendor’s Federal Tax ID #. Leave blank if you do not know the number.
- **Payee Information**: Vendor’s name and mailing address.
- **Date**: Current date.
- **Amount**: Dollar amount of check requested.
• **Reference/Invoice #:** Vendor’s identifying information, such as invoice, membership, or account number.

• **Description:** describe the purpose of fee or service.

• **Delivery:** From pull down menu, select appropriate delivery method.

• **Phone # Ext:** Enter e-mail address and phone extension of campus member to notify when check is ready for pickup.

• **Requested By:** Name, extension and signature of campus member completing form.

• **Approved by:** Name and signature of the appropriate Campus Administrator.

• **Chartfield Values:** Account, Fund, Department, Program, Project, Class as required. Amount charged to each if multiple chartfields used.

• Attach supporting documents including registration receipts, order forms, and invoices to the Direct Pay form. *IMPORTANT:* It is the requestor’s responsibility to retain all internal department approval documents with their copy of the Direct Pay form. However, it is not necessary to send a copy of these documents to Accounts Payable.

• Forward original Direct Pay form with supporting documents to Accounts Payable – 35 ADM.

• Allow seven (7) working days for processing.

Contact Accounts Payable X6209, with any questions.

**SPECIFIC RULES FOR SERVICE ACQUISITIONS**

- Direct Pay may ONLY be used for **off campus** maintenance and repair services costing $1000 or less.

**PROHIBITED USE**

Campus members do not have the authority to procure any of the following:

Advertising except Provost pre-approved Faculty recruitment, promotional and display advertising. Staff recruitment advertising must be handled through HR.

Animals except for instructional purposes.

Capitalized Property (Property which has a normal useful life of at least one year, has a unit acquisition cost of at least $5000 and has use in the course of University business.)

Cash Advances

Cellular or Satellite phones, pagers, portable radios

Computer Equipment (laptops)

Construction (Alterations to campus structures including painting, remodeling, carpet installation, etc.)

Equipment (Equipment with a total cost over $2500, subject to restrictions on Sensitive equipment)

Firearms, Ammunition, Explosives

Food except as authorized under University’s Hospitality Policy http://www.csub.edu/BAS/fiscal/policies/food_policy.shtml

Furniture

Rentals/Leases/Maintenance Agreements/Service or Consulting Agreements or Any Other Contractual Documents

Narcotics and other Hazardous Chemicals

Outside Storage Containers

Personal Purchases (Gifts, Portable Heaters and Fans, Refrigerators, Freezers, Microwaves, Coffee Makers, etc.) Campus members using the University Delegation for personal purchases are subject to
prosecution under Penal Code provisions.
Postal Services  Please see campus mailroom information
http://www.csub.edu/BAS/facilmgt/mail_services.shtml
Respiratory and Hearing Protection  Please contact Campus Safety & Risk Management x2066
Security Systems
Sensitive Equipment (Equipment required to be tagged by the Asset Management found at
http://www.csub.edu/BAS/facilmgt/asset_mngmt.shtml)
Services except off campus < $1000 services.
Signage (Please contact the Office of Procurement for our signage policy.)
Software Licenses (Contractual)
Travel except for local conference registration fees where per diem will not be claimed.
Vehicles

In addition, the following restrictions will apply:

- Receiving personal compensation for order placement – Receiving personal compensation including receiving (directly or indirectly) gratuities, commissions, personal profit or any other kind of personal compensation for placement of a University order with a vendor or contractor is not allowed.

- Splitting of purchases to circumvent the dollar limitation or the competitive bidding requirements - Splitting purchase transactions by preparing two or more purchase transactions to the same vendor to avoid bid process or dollar limitation, or preparing two or more purchase transactions to different vendors for the same items to avoid the bid process or dollar limitation is not allowed.

- On-Campus Operations – The purchase of services that are normally supplied by on-campus operations, such as Runner Bookstore, Mail Services, and Reprographics (including Print Shop) are restricted. Contact these departments if you have any questions about a particular service. If circumstances merit, they will provide written authorization to obtain these services off campus.