<table>
<thead>
<tr>
<th>Direct Pay</th>
<th>Special Services</th>
<th>Purchase Order (PO)</th>
<th>ProCard</th>
</tr>
</thead>
<tbody>
<tr>
<td>No Dollar Limit</td>
<td>$2,500 Limit</td>
<td>No Dollar Limit</td>
<td>Dollar Limit as requested by Approving Administrator and approved by Procurement Director</td>
</tr>
</tbody>
</table>

- Advertisements and display advertising (non-contractual), including Faculty recruitment (with Provost prior approval). *Staff recruitment advertising must be handled through HR.*
- Attorney Fees (non-contractual)
- (1) Employee Reimbursements for food/beverages
- (1) Employee Reimbursements ≥ $50.00 (not including travel expenses)
- Settlements *(requires HR or Provost prior approval)*
- Refunds
- Subscriptions to publications *(NOT software or software as a service)*
- Taxes
- Utilities

- (2) Honoraria
- (3) One-Time Service
- Athletics Referee Fees

- Blanket Supply or Service Orders
- Construction
- Consulting
- Contracts
- Equipment
- Furniture
- Installations
- Repairs & Maintenance Agreements
- SaaS (Software as a service) & Other Cloud Computing
- Service Agreements
- Storage Facility Agreements

- Books (not for re-sale)
- Conference/Seminar/Registration Fees
- CSU/CSUB Branded Logo Promotional Items
- Items (with pre-approval from Public Affairs)
- Memberships
- Office Supplies (through the Campus Marketplace)
- Software/Hardware *(requires IT prior approval)*
- Subscriptions to publications *(no automatic renewals allowed)*
- Utilities

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(1) Petty Cash: Reimbursement requests for < $50.00 must be submitted to the Cashier’s Office on a petty cash form. NOTE: Reimbursements for food & beverages can't be submitted via Petty Cash regardless of the cost. (See the Direct Pay form or contact Payment Services.)

(2) An honorarium may be for speaking on campus (one-time). On-going engagements with Independent Contractors/Consultants require an agreement and a PO. **Other than speaking, recipients must not perform additional services for the CSU. Contact Procurement if unsure if a service requires a PO and/or an agreement.**

(3) Payments to individuals only, no companies. No invoices. These payments are for one-time services, up to $2,500, which don't require a purchase order (PO).
### PAYMENT MATRIX - CSUB

**Purchase Orders are required in advance of ordering goods or services in order to:**

| Protect the CSU and ensure risk is mitigated through indemnification and proper insurance endorsements | Meet State mandated goals for Disabled Veteran Business Enterprise (DVBE), Certified Small Business and recycled-content products requirements |
| Ensure the CSU receives the best price for products and services | Encumber funds | Track spend for spend analysis |

**Travel - Employee reimbursements for travel expenses must be submitted on travel claims (available on the forms gateway).**

- All international travel must be **pre-authorized** using a Travel Authorization Request Form (TARF).
- All other travel must be **pre-authorized** using either 1) a Travel Authorization Request Form (TARF) or 2) Charge Request form.

**Other Approvals**

Direct Pay invoices as listed above that are greater than $50,000 require pre-approval by division VP and the AVP, Financial Services & Controller.

Software and Software as a Service (SaaS) and/or hardware purchases require pre-approval by ITS.

**Required Forms & Taxation Notices**

All new vendors are required to complete a CA Vendor Data Record Form 204 before payment can be processed. The form is available from Payment Services.

Non-California vendors that are not registered with the California Secretary of State will be subject to 7% California withholding when performing services within California.

Foreign Payees being paid for services are also subject to a 30% Federal tax withholding if approved for payment (in addition to the 7% CA tax).

**Student Payments**

All student payments must go through the Financial Aid office unless:

1. It’s a reimbursement of expenses, or
2. The student has a business license and the payment is for work done as part of that business.