CALIFORNIA STATE UNIVERSITY BAKERSFIELD

Direct Payment Form
(see instructions on next page)

STEP 1: **Download and save** file. Then click **"Generate Form Number"**.	**(Try different browsers. If the counter doesn't update, submit the form anyway.)**

STEP 2: Payee Information (Payable To)

Payee Type (choose one) _____   If "Other", explain: _____

Payee/Vendor Name _____   AP Vendor ID _____

Payment Services Use

Mailing Address _____ City _____ State ____ Zip Code _____

*Employees must enter their **home** address*   Check if this is a new address

STEP 3: Invoice/Expense Information

Invoice Expense Date _____   Total Amount *(will autofill from Section 4)* _____

Invoice Number/Reference _____   *(30 characters maximum; will appear on Data Warehouse reports)*

Description of expense, including its business purpose (how this benefits CSUB):

STEP 4: Chartfield(s) – Where Should This Be Charged? (You can choose more than one.)

Business Unit: BKCMP   BKASI   BKFDN   BKSPA*   BKSTU

	Fund	Dept ID	Account	Program	Project	Class	$ Amount
1							
2							
3							
4							
5							
Total							

STEP 5: Approval

Department _____ Contact's Extension _____ Date: _____

Contact's Name _____ Contact's Signature & Date _____

Manager/MPP Name _____ MPP's Signature & Date _____

Cost Object Approver** _____ COA's Signature & Date _____

***Cost Object Approver's signature required only if neither the Contact nor the MPP are approved signers on the chartfield(s)*

STEP 6: Disbursement ~~(If left blank, check will be mailed)~~ Checks will be mailed (see directions).

Mail Check   Mail with Attachment (*must submit 2nd copy to mail*)   Wire (*foreign payees & Accounting use only*)

Electronic Funds Transfer/EFT (*employee reimbursements from BKCMP only; must have EFT form on file with AP*)   AV Campus

Pick Up. Person to pick up: _____ Extension or email _____

STEP 7: *Forward to Payment Services 35ADM unless grant-related (*send grants to GRaSP 72Dobry)*

Payment Services Use:

Voucher #:	Check #:
Cntl Group #:	Check Date:

Form Instructions

Step	Instructions
1	**Download and save your form** each time. Then **click "Generate Form Number".** **(Try different browsers. If the counter doesn't update, submit the form anyway.)**
2	Choose Payee Type, then enter who you want paid (name and mailing address required).
3	If you have an invoice, enter the invoice number and date. If not, enter the date the expense was incurred or the expenses being reimbursed were purchased. Enter a description of the expenses and how they benefit CSUB. **If there are more than 5 lines for step 4, the total amount to be paid (step 3) must be manually corrected on the printed form by the Contact/Requestor.**
4	Select the business unit(s) and enter the chartfield(s) and amounts to be charged. If there are more than than 5 lines for step 4, attach an 8.5"x11" paper to the form with all chartfields and amounts to be charged and manually correct the total to be paid in Section 3 on the printed form.
5	Enter the department initiating the form, along with the name and extension of the person who can answer questions about the payment. Forward the form to the MPP approving the expense; their printed name, signature, *and date signed* are required. *** If neither the Department Contact nor the MPP have signature authority for the chartfield(s) used, forward the form to an authorized approver. (If you need help determining the signers of a chartfield, contact General Accounting at ext. 6617.)
6	Choose the method of disbursement. **May 2020: During this emergency period, mailing is the only method of payment delivery available** unless an employee has an EFT set up. Exception requests should be emailed to Becky Lappin at blappin@csub.edu. *Only foreign payees can be paid by wire transfer.*
7	**Backup is required for a Direct Pay; if an invoice is being paid, attach the invoice.** Reimbursements require original receipts plus proof of payment. (Proof of payment is usually a receipt showing the method of payment, such as the last 4 digits of the credit card used.) **If the expense is grant-related (all BKSPA charges and BKCMP SC### funds), the form must be submitted to GRaSP at 72Dobry. All other forms should be submitted to Payment Services at 35ADM.**

Best practice is to pay non-PO expenses with ProCards if possible. See the Payment Matrix summary on the next page.

❖ If the category you are paying is not listed in the Payment Matrix summary, refer to the complete Payment Matrix in the CSUB forms gateway. Or go to the Payment Services page: https://www.csub.edu/bas/paymentservices/index.html.

❖ Students may be paid on a Direct Pay Request Form. **Note: Any gifts to students must be pre-approved using the Gift Preauthorization Request Form. Gifts – including gift cards – may <u>not</u> be purchased for faculty and staff.** All student payments over $100 will be reported to the Financial Aid Office unless the student owns the business that has invoiced CSUB.

❖ Per California Revenue and Taxation Code Section 18662, if an **out-of-state vendor performs a service in California** and is paid over $1,500 in a calendar year, 7% CA tax will be withheld unless they submit proof of a CA 590 exemption to Payment Services **before** payment is made. (Once withheld, tax must be submitted to the CA Franchise Tax Board.) **In the step 3 description, tell us if the work was done in California or not.**

❖ **Foreign payees** may be subject up to a 30% federal tax withholding, depending on country of residency and where the service was provided. If they are subject to federal tax, are paid more than $1,500 in one calendar year, and came to California to provide a service, an additional 7% California tax will be withheld. Note: The $1,500 amount is gross; if a visitor is paid $1,500 and $450 federal tax is withheld, a 7% CA state tax of $105 will also be withheld (7% of $1,500). **In the step 3 description, tell us if they came to California or not.**

❖ Payment Services' normal processing time is 10 business days after receipt of completed paperwork, or the next check run for the applicable business unit. Check runs are processed ~~Mondays (employee reimbursements from BKCMP), Tuesdays (all other BKCMP), and Wednesdays (BKASI, BKFDN, BKSPA, and BKSTU)~~ only on Wednesdays during the pandemic emergency.
  If you have any questions, contact Payment Services at accounts_payable@csub.edu.

PAYMENT MATRIX - CSUB

Direct Pay	ProCard
No Dollar Limit	**Dollar Limit as requested by Approving Administrator and approved by Procurement Director**
• Advertisements and display advertising (non-contractual), including Faculty recruitment (with Provost prior approval). **Staff recruitment advertising must be handled through HR.**	• 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)	• Books (not for re-sale)
• (1) Employee Reimbursements for food/beverages	• Conference/Seminar/Registration Fees
• (1) Employee Reimbursements ≥ $50.00 (not including travel expenses)	• CSU/CSUB Branded Logo Promotional Items (with pre-approval from Public Affairs)
• Settlements (*requires HR or Provost prior approval*)	• Memberships
• Refunds	• Office Supplies (through the Campus Marketplace)
• Subscriptions to publications (***NOT*** *software or software as a service*)	• Software/Hardware (*requires IT prior approval*)
• Taxes	• Subscriptions to publications (**no automatic renewals allowed**)
• Utilities	• Utilities

(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**. Exception: ASI-sanctioned clubs *may* submit food & beverage petty cash expenses.

The entire Payment Matrix can be reviewed on the Buying and Paying forms gateway.