

DirectPay Request Form Instructions

DirectPay expenditures are payments made against a Department's account without the establishment of a Purchase Order. Examples of these expenditures include payments of subscriptions and memberships. The DirectPay Request Form (DPR) has been expanded to include additional items. Please see the complete list of eligible items and restrictions PRIOR to committing your Department to a purchase or submitting a DPR to Accounts Payable. All applicable State of California and University regulations and policies apply to any purchase/payment requested via the DPR.

General Rules and Instructions for the DirectPay Request Form

1. All invoices for payment should be submitted to Accounts Payable within 30 days of the invoice date.
2. An **original** invoice, order form, renewal notice, application or other appropriate document must be attached to the DirectPay Request. All order forms, renewal notices and applications should be filled out accurately and completely.
3. Unapproved, non-qualifying purchases, incomplete forms or DPR's without proper documentation will be returned to the originating department along with the DirectPay Request Rejection Notice.
4. Use one DirectPay Request per invoice.
5. The person approving the DirectPay Request is certifying that he/she has DOA signature authority of their account.
6. This form cannot be used for independent services provided by Cal State LA employees. Employees include: Staff, Faculty and Students.
7. At year-end, all DirectPay Requests must be submitted to Controller's Office by the date specified on the Fiscal Year-End Calendar.
8. All invoices, order forms, applications, etc. must identify the University as the billing party and the University address as the billing address. Under no circumstance should the billing address be different than the University.
9. Departments are required to submit the STD form 204 for all new vendors. Payments to new vendors may be delayed until a *completed* Vendor Data Record Form (STD form 204) is obtained from the vendor.
10. Resolution to any problems regarding an order is the requesting department's responsibility.
11. The person who prepares the DPR for payment will be the contact person if there are any questions regarding the payment request.
12. The DPR is not to be used for recurring service payments. It should only be used for a one-time payment made to a vendor or individual for a specific expenditure. If multiple payments are to be made, then a Service/Blanket Purchase Order must be requested through Procurement.
13. Modifications of this form will not be accepted and will be returned to the department.
14. The DirectPay Request form should only be one page, with all approvals included on the page. If the explanation of the request is too long, then a second page may be used if the approvals are also included on the second page.

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Filling out the DirectPay Request Form

Follow the directions below to ensure proper processing in a timely manner.

- Check the DirectPay Request option that applies to the invoice.
 - Vendor Disbursement:** Payments made to a Company or Organization.
 - Justification Request:** Payments that will need the Controller approval.
 - Non-Employee Disbursement:** Independent Contractors payment less than \$500 (approved IC Pre-Hire Worksheet and Risk Identification and Evaluation Form are required)
 - Refund**
 - Employee Reimbursement**
 - Fellowship/Scholarship:** (Approved Coordination of Aid form is required)
- Payee Information
 - Name & Address:** Fill out clearly and completely.
 - SSN (last 4 digits only)/CIN/Vendor ID**
 - Signature:** If using the DPR as an invoice, then the form must be signed if payment is made to an individual.
 - Invoice Number:** Fill-in invoice number if available.
 - Amount:** Required information.
 - Date Service Performed:** Required if payment is for services rendered.
 - Check Release:** All checks are mailed to the payee. A check can be picked up from the Controller's Office only if it is an emergency. Prior arrangements have to be made with BFS before a check may be picked-up.
- Account Number Distribution

Correct account numbers must be provided. The expenditure may be split up to 4 times on the DPR, however if more distribution lines are required, all account numbers should be written on the actual invoice. Indicate on the DPR to "see invoice for distribution".
- Approved Expenditures

Expenditures are limited to \$2,500 or less.

Below are the samples of Qualified DirectPay categories:

Accreditation Fees: Payment for accreditation fees.

Advertising: Anything that promotes the University in newspaper, magazines, catalogs, etc. It may include job postings if a department has authorization to advertise job listings.

Application Fees: Nurse licenses, lab technicians, etc.

Fellowship/Scholarship: Must provide approved Coordination of Aid form (COA).

Freight/Shipping Charges: Payment for freight services that are outbound only.

Individual Services (non-employee only): This expenditure is used for a *one-time* service completed by a non-employee for service provided on campus only. An approved Independent Contractor Pre-Hire Worksheet and Risk Identification and Evaluation form must accompany the DPR. If more than one service is required from an individual, a Service/Blanket Purchase Order should be issued to cover the services performed. Examples of authorized services include: game official payment, artist/model fees, etc.

Insurance Premium: Insurance payments.

Justification Request: Any payment request that could not be placed on a Purchase Order (i.e prior year PO was cancelled, emergency services, etc.). Will require Controller or designee approval before payment is issued.

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Membership - Individual: For Department or Individual use. The approver and the member cannot be the same person. It must be approved by their supervisor.

Memberships - Institutional: Memberships that are applicable to the campus, not department or individual.

Other: Expenditures that cannot be placed on a Purchase Order or not available as another option listed on the DPR. Controller approval may be required.

Permits/Licenses (not software): Fees paid for new or to re-new permits or licenses that are not software related.

Physicals/Medical Services: Payments made for medical related services.

Reference/Guidebooks: Can include Training Manuals, Publications, etc. Textbooks are not allowed to be paid through a DPR.

Shoe Allowance: Authorized use by Commuter Services and Public Safety.

Subscriptions: Payments required by a Department or Individual. Payable 1 year at a time.

US Postmaster: Limited to \$50,000 for Mail Services Only or \$5,000 for all other departments.

An explanation/reason for payment is required for all requests.

- Prepared by Information
Fill in the person who should be contacted for any questions regarding the DirectPay Request form. Please include the extension number, as well as the date the form was completed.

- Authorization Signatures
The person who authorizes payment for the DirectPay Request requires the following:
 1. Have signature authority for the account number distribution.
 2. A signature authorization card must be on file at Controller's Office.
 3. Ensure service was provided satisfactorily and/or items received.Please make sure the printed name is legible. The names are checked and verified when processing the DPR. If needed, there is room for up to two (2) authorization signatures.