

California State University Channel Islands

Direct Payment Procedures

Background:

It is the policy of the CSU to allow direct payments for certain types of commitments/obligations for which little or no value can be added by processing the transaction through the standard procurement procedures.

Types of Direct Payment:

It is the practice of CSU Channel Islands to process the following types as direct payments when the process does not exceed \$1,000.00:

Advertising - A paid form of non-personal presentation or promotion of goods, services, and/or ideas. Usually advertising is made through various publications, and devices carrying messages to intended recipients (e.g., newspapers, television, billboards).

Art Model - Models hired by the CI Art Department. A signed liability waiver must be on file with Accounts Payable before payment can be issued.

Honorarium/ Speaker Fee - A payment made in appreciation for a professional favor provided to the University by an individual who cannot charge for his/her special professional services. The amount of an honorarium is usually set by the University in advance through an offer letter.

Independent Contractor - A payment to a non-employee/professionals who may by contractual agreement charge CSUCI for their travel expenses. Travel expenses submitted must comply with CI policy. This does not include professional services such as architects, engineers, etc. that require purchase order agreements for insurance purposes.

IRA Activity - Expense to be charged to IRA fund Group Travel/Travel Agent Costs, Registration costs, Group Travel Costs, Group Travel Expenses, etc. related to a University Sponsored group travel, such as UNIV392. This type of group travel is payable to a travel agent, booking agency, other booking agent. International travel packets must have all of the required documentation.

Membership Fees or Dues - Membership and participation in the activities of community groups, including but not limited to service clubs and community-wide organizations.

Note Taking Service / Interpreting Service - Payment for classroom note taking services or interpreting services provided.

Permit/ License Fees or Renewal - University paid permit or license fees.

Prepaid Postage or Freight - Pre-paid mailing or shipping costs associated with printings, mailings, etc.

Conference, Registration, Workshop or Training Fees - Registration costs and conference fees payable in advance to the vendor/host. This includes Workshop registrations or fees associated with any training, professional development, class fees, etc.

Stipends - A set amount awarded to students through grants, programs, etc. This includes LSAMP and program awards.

Subscriptions or Periodicals - Subscriptions or periodicals that serve a business purpose. Subscriptions that require an agreement such as software subscriptions are not eligible. Purchases with agreements should be made on a purchase order through procurement.

Other - Refunds - A one-time refund issued from a department or program. (i.e. overpayment of application fee). All other means of refund should be exhausted. NO Travel or business expense reimbursements permitted using this form.

Tax Remittance – Accounting use only.

Request related to Payroll – Payroll use only.

Other Payments - Other payments that do not fit in the previous categories. This is limited to specific payments including: Utilities, Travel Store cards, rentals, US Bank for procurement cards, vendors with direct billing agreements such as Island Packers, Courtyard Marriott, Roadrunner Shuttle, etc. refund such as refund from financial institutions, etc, tax remittance which are exempt from dollar thresholds. NO Travel or expense reimbursements permitted using this form.

Procedure:

Campus department personnel can use the Check Request form if detailed invoice is not provided. Supporting documentation is needed to be attached to the form. The form can be found on the Financial Services website at: <http://www.csuci.edu/financial-services/forms-tutorials.htm> . If the vendor provided a detailed invoice, approval stamp can be used instead of using the form.

APPROVED FOR PAYMENT:

By _____

Date _____

SO/PO # _____

Direct Pay Acct String: _____

Check Request Form can be used to make payment to vendor excluding:

- Expenses over \$1,000.00 which require a purchase order;
- Purchases made using Procurement Card
- Travel and expense reimbursements to employees, applicants, student and no-employee.

TYPE /DESCRIPTION OF PAYMENT:

Select the applicable box indicating the type of payment. Each payment type will provide descriptions and the documentation required for that type of payment. In the space provided include a brief explanation of the payment that, in conjunction with the supporting invoice or receipts, is sufficient to identify the business purpose. (For example: supplies for department, or dues for academic development consortium).

ACCOUNTING & APPROVAL:

Provide the chartfield string (Account, Fund, Department ID, Program, Class and Project) to be charged. Published chartfields can be found in PeopleSoft.

The path in PeopleSoft is: Set Up Financials/Supply Chain>Common Definitions>Define Values>Chartfield Values. Provide the name, signature and date for the requesting and approving employees. The approving employee must be an authorized signer for the Department. If the requester is the authorized signer for the department, the approver must be an authorized signer at a higher level. The second approval line is optional; each department may decide if additional approval is required.

SUBMISSION:

Submit completed form and related documentation to the Accounts Payable. Completed [204 Forms](#) shall be emailed to purchasing@csuci.edu. Any request for payment that is properly completed, approved, and supported with appropriate documentation will generally be processed within a week of receipt. Checks will be issued in accordance with the invoice terms.

Additionally, the following shall be noted:

1. Please provide the additional copies needed for mailing attached to the complete original documentation. If no copies are provided Accounts Payable cannot ensure that the item will be sent as intended.
2. Wire transfers require the [Accounts Payable Wire Transfer Form](#) (see pg. 2) to be completed and attached in order to process a wire. Please plan ahead 7- 10 business

days for Financial Services approvals and processing for the payment to be confirmed. Errors in documentation or banking information will cause delays.

3. Accounts Payable will verify that Active/Eligible Direct Deposit is present at time of payment. If no active direct deposit form is on file, a check will be mailed instead. Any errors in banking information will also cause the payment to be issued by check with an error warning. If a vendor would like to sign up for the CI direct deposit/ACH program please contact CI Procurement.
4. Pick up at Student Business Services (SBS) Option. An e-mail will be sent out when the item is ready to be picked up. Photo Identification will be required to pick up checks. The SBS Cashier will hold checks for 3 Business Days after notification. Items not picked up will be mailed.

Exceptions:

The following transactions are exempt from the dollar threshold and can be paid using direct payment. [Check Request](#) form may be required if invoice is not provided. Invoice provided by vendor can be submitted to Accounts Payable with “Approval Stamp”.

- Utilities (energy, telephone, water, etc.)
- CITI Bank for Travel
- Rentals (Marin and Pickwick)
- US Bank for Procurement Cards
- Travel and Business Reimbursement
- Vendors that have direct bill with the campus such as Island Packers, Courtyard Marriott, Roadrunner, Shuttle etc.
- Refund and tax remittance.