



## Examples of appropriate Direct Payment Request items

- x \* Accreditation Fees: Payments to an Accrediting body or individual, and payments for any expense associated with an individual as part of the accreditation process.
- x Books and Publications: Payment for books, magazines, publications, various testing material, film rentals, recorded audio and visual tapes, CD's and diskettes. Order form must go with payment, arrange to pick up check with AP. Must have CSU Maritime Academy mailing address.
- x \* Multi-year contracts as designated by Director, Contract Services and Procurement: such as Chartwells, Follett
- x \* Event Fees: Payment to a vendor or reimbursement to an employee for the cost of a chair or table at an award banquet or Gala. The event must be a direct benefit to the University.
- x \* Food: Reimbursement to an employee for food purchased. Each purchase must follow the Hospitality Policy and each DPR must have a preapproved Hospitality Justification for the purchase along with a list of attendees attached.
- x Game Officials: To be used by Intercollegiate Athletics only for payments to game officials, not for rental of facilities or for payments to coaches. Request for payment in arrears of the service and have an invoice.
- x \* Gordian Group management payments related to campus awarded to JOCs.
- x Guest lecturers or Special lecturers: payments to non-CMU Maritime personnel, individuals only who meet the low-risk metric. Related expenses to guest/special lecturers include payments to companies must be processed by the requisition/purchase order process.
- x Honorariums: to non-CSUM individuals who meet the low risk metric. Honorariums are non-transferrable. 1099s are issued on payments over \$600.00. The completed Honorarium Form must be included for payment. Payments to companies must be processed by the requisition/purchase order process.
- x \* Insurance, taxes, permits, postage (excluding postage stamps)
- x \* Procurement credit cards, including Voyager and Bank
- x \* Membership dues/Subscriptions: Payments for membership/association dues. If a form must go with payment, arrange to pick up check with AP. Must have CSU Maritime Academy mailing address.
- x Uniform Reimbursement: Must follow the uniform allowance policy or union contract.

The Director of Contract Services & Procurement shall have authority to allow additional direct payments, or those above the dollar threshold by signing the Direct Pay Request form in advance of the payment.

Due to the nature of the following transactions, the following shall be paid without approvals and may be greater than the \$4,000.00 threshold

- x Utility charges only, not for equipment purchases (i.e. energy, telephone, water, cable services) AP will email notification with a copy of the invoice to the appropriate director.
- x FedEx, GSO, UPS when the sender documentation is properly completed

Direct Pay Request cannot be used:

DPR cannot be used for

- x any on-campus services including repairs
- x any off-campus services requiring a signed contract/agreement
- x electronic or information technology (E&IT) products (cellphone, tablets, landlines, DSL)
- x postage stamps
- x employee/student travel expenses (follow Travel Policy)

[https://www.csum.edu/c/document\\_library/get\\_file?uuid=cbf71d735404e028d77efe56b56363f&groupId=4940280](https://www.csum.edu/c/document_library/get_file?uuid=cbf71d735404e028d77efe56b56363f&groupId=4940280)

x Cal Maritime employees performing services contact Human Resources

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