



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.

CSU, Chico Practice:

It is the practice of California State University, Chico to process the following transaction types as direct payments IF the transaction amount is less than or equal to \$5,000:

Newspaper ads

Advertisement text using University name, logo etc. must be approved by the University Communications Department. Place ad with publication and submit supporting documentation including advertisement approval and tear sheet.

Online vacancy ads

Online ads may be placed after receipt of a FA#/VA# and as approved by Human Resources/OAPL. Invoice for ad placement should note the FA#/VA#.

Film Rental

When ordering please request the rented film be captioned.

Lodging

Contact department Procurement Specialist and obtain an "LA number". This number should be communicated to the hotel for correct billing.

Membership to non-social organizations & Subscriptions

Membership must have the University's mailing address and where practical list the University as the member. Maximum length of subscription is two (2) years.

Procedure:

Campus departmental personnel shall complete the Direct Pay Request form which can be found on the Procurement & Contract Services website at: <https://www.csuchico.edu/fin/resources/forms.shtml>. This form should be completed and a copy of the invoice/itemized receipts attached. The authority to approve a Direct Pay Request shall be indicated on the Financial Services Authorized Signature form. Once complete, the form and associated paperwork should be sent to the Accounts Payable Office at Zip 243.

Exceptions:

The Accounts Payable Manager 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. These exceptions shall be reviewed with and approved by the Director of Procurement & Contract Services for appropriateness.

*Additionally, due to the nature of the following transactions, they shall be paid direct without the use of a Direct Pay Request form, may be greater than the \$5,000.00 threshold, and do not require additional approvals:

- Public Utilities (energy, telephone, water)
- Settlements
- Salary advances
- Department requested refunds
- Amerisource - for student health supplies
- Airgas
- Books & subscriptions for library only
- Procurement & travel credit card
- Travel reimbursements
- Postage
- Voyager credit card for fleet vehicle fuel

Forms, Resources and Related Links:

[CSU Contracts and Procurement Policy](#)

[Reimbursement to Campus Employees Procedure](#)

[Hospitality Procedures](#)

[Supplier Direct Pay form](#)

Original Implementation Date: February 2011

Updated: March 2016, November 2018, July 2019,

January 2021