

WHEN CAN'T I USE A DPR?

- ❑ Monthly or other Services including repairs
- ❑ Food (Non Catered) less than \$50.00 use the Petty Cash process
- ❑ Communication Devices (Land lines, Pagers, Cell Phones, DSL)
- ❑ Postage Stamps
- ❑ Shipping (FedEx, DHL, UPS, USPS)
- ❑ Amounts over \$5000.00 (Unless approved by Director of Accounts Payable)
- ❑ Employee Travel Expenses (Parking or Tickets)
- ❑ CSUS Employees performing services (Contact Jan Berger in H/R)
- ❑ Office Supplies – Use stockless office supply program by Office Max
- ❑ Printing – Contact Procurement Services for requirements
- ❑ Toner Cartridges