



SACRAMENTO STATE

Direct Payment Request

Supplier#: _____ New Supplier form–Click the link [204 Supplier Data Record Attached](#)
(Look-up Supplier number in CFS and record here or indicate new, Payment will not be processed until the Supplier Data Record Form has been returned to AP and entered into CFS)

Payee (Make check payable to)

Payee Name : _____
Address : _____
City : _____
State : _____ Zip: _____

Allowable Request:

Account	Fund	Dept ID	Class	Amount
			Grand Total	

Comments/Instructions: _____

Handling Instructions: _____ Please Call Ext.: _____

Department Approval

Department: _____ Zip Code: _____

Department Contact: _____ Ext: _____

By my signature below, I certify that I am authorized to expend funds from the department listed above. I also certify that this is a legitimate expenditure per the fund specifications and I am not aware of any financial interest involving me or a family member that could present a conflict of interest.

Signature of the Department Approving Official: _____
(Signature must be on file in Delegation of Authority list in CFS)

Name: _____ Date: _____

For Purchase & Payment Policy Exceptions Only – (Please attach Justification memo)

Direct Payment Exception Requests up to \$2,500 - Department's Manager or Chair shall sign the Direct Payment Requests
Direct Payment Exception Requests from \$2,501 to \$10,000 - AVP or Dean shall sign the Direct Payment Requests
Direct Payment Exception Requests over \$10,000 - requires both AVP/Dean and ABA/CFO approval

Authorized Signature: _____
Name: _____ Date: _____

(For Financial Services use only)

Procurement Office Review, As Needed:

Buyer Name: _____ Signature: _____ Date: _____

DIRECT PAYMENT EXCEPTION REQUEST OVER \$10,000

VP/CFO Name: _____ Signature: _____ Date: _____

VOUCHER # _____

Revised August 2017

What is a Direct Payment Request?

The Direct Payment Request (DPR) is a vehicle to be used to submit payment directly to a Supplier without a purchase order. Payments to Suppliers may be processed via the Direct Payment process when there is no need to obtain a purchase order, procurement card cannot be used or if it does not fall under the CSU Policy guidelines for Contracting & Procurement. Whenever possible, these types of payments should be made via a Procurement Card for cost savings to the University. There is no dollar limit for Direct Payment Requests, however second signatures are required on all University checks of \$50,000 or more. Contractual Services performed by an individual or a company are not eligible for Direct Pay. No contractual commitments may be made to a third party on behalf of the university unless authorized by Procurement and Contract Services personnel who have the proper delegated authority.

What is required?

Completed Supplier Data Record form (204 Form) and Federal Form W-9 submitted to Accounts Payable. Signature of department approving official (*Navigation in CFS to verify current signers: CSU Delegation of Authority >Delegation Inquiry*). To update approving officials, use the Common Access Request System (CARS) http://www.csus.edu/irt/cms/admin-system/security_request.html. The Sacramento State Procurement & Contracts Office is responsible for adherence with both campus and external regulatory requirements regarding approved vendors, dollar thresholds, competitive bids (quotes), and appropriate approval levels (signatures) and related departments (orgs) to be charged. Sacramento State will, from time to time, conduct internal audits to ensure compliance with these policies and procedures.

Exceptions to policy will require a progressive authority level signature and will require a written justification with a plan for future resolution.

Ordering goods and services without a purchase order is a serious violation of University and government Policies and violators may be subject to disciplinary action.

For More Details please click on the link: [AP-DPR](#)