



SACRAMENTO  
STATE

## *Business Matters @ Sac State*

**TOPIC:** Payments for Services changes –  
Effective: End of Spring 2023 Semester

**DATE:** April 11, 2023

**TO:** Campus Business Partners, Deans, Associate Deans, Department Chairs, Directors,  
and Managers

**FROM:** Sarah Hansen, Accounts Payable & Travel Manager

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Accounts Payable & Travel is making the following policy change for Payments for Services.

- Payments for Services are no longer allowed on Direct Payment Requests (DPRs) or UFSS Check Requests.
  - Excluding Mentoring Services (Teaching Credentials Program Only)
- Services must go through Procurement & Contract Services due to new Federal & State laws (AB 1775) & insurance requirements and paid by purchase order.
- All individuals will need an approved Independent Contractor form from Classification & Compensation.
- This includes the following payment types being removed:
  - Honorarium's
  - Game Officials
  - Musicians/Concert Performances

### **Contact Information:**

If you have any questions or concerns about this notice, please contact Accounts Payable & Travel, [aba-fin-ap-travel@csus.edu](mailto:aba-fin-ap-travel@csus.edu), ext. 86476.