

CENTRAL SERVICES PROCEDURE – ACCOUNTS PAYABLE

DIRECT PAYMENT REQUEST

Purpose: The purpose of a Direct Payment Request is to process payment for items not ordered through Purchasing. The Direct Payment Request should be used when following the normal purchasing process is not an option. After completing the request form, and attaching the backup (**original receipts/invoices are required**), the Direct Payment Request is forwarded to Accounts Payable for processing.

Process:

- Locate the Direct Payment form in Etrieve at <https://etcentral.yosemite.edu/#> Forms > Accounts Payable > Direct Payment Request (DPR)
 - Enter the Payable to information and the Vendor/Colleague ID number.
 - If it is a new vendor a W9 should be requested and forwarded to Purchasing
 - Enter the Administrative Area and select the type of Direct Payment Request
 - Enter the reason for the request under Purpose of Payment.
 - Select whether the payment is to be mailed to the vendor or available for pick up.
 - Enter the appropriate account number(s) and dollar amount(s). The total will fill in automatically.
 - Attach backup and press submit.
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Types of Expenditures:

- Subscriptions under \$500
- Memberships under \$500
- Registrations for Webinars (Online Seminars)-Reimbursement or Vendor Payment
- Employee Mileage Reimbursements
- Employee Expense Reimbursements **not exceeding \$200 ***
- Cash Advances (per District procedures)
- Vendor invoices **not exceeding \$200***
- Columbia College invoices not paid by Purchase Order
- MJC invoices not paid by Purchase Order
- Student Conference Registration (**Must attach registration forms**)
- Student Grants, Awards, Child Care payments and Child Care Reimbursements
- Fingerprint Reimbursements
- Mailing Services (FedEx, UPS) not paid by Purchase Order **not exceeding \$200**
Postal Permits under \$500 (**Mailrooms, Fiscal Services ONLY**)

*Exceptions can be granted by College VP of Administrative Services.

Effective Date: 07/2003

Updated: 02/2024

Questions: Accounts Payable (X6525)