

YCCD 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. After completing the request form, attaching the backup (**original receipts/invoices are required**) and obtaining appropriate signatures, the Direct Payment request is forwarded to Accounts Payable for processing.

Process:

- After locating the Direct Payment Request form at YCCDNET/Controller's Office/Accounts Payable, save a copy to your C drive. Since the form is in Excel, you are able to fill it in on-line.
- Enter the reason for the request under Purpose of Payment.
- Enter Payee name, address and vendor number.
- Enter the appropriate account number(s) and dollar amount(s).The total will fill in automatically.
- Print a copy of the Direct Payment Request and obtain the necessary approvals.
- Retain copies of Direct Payment Request and backup for your records.
- Submit original Direct Payment Request and original backup to College Admin.Svcs. (MJC), Connie Mical (CC) or Accounts Payable (District).

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 \$100**
- Cash Advances (per District procedures)
- Vendor invoices **not exceeding \$100**
- 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 \$100**
- Postal Permits under \$500 (**Mailrooms, Fiscal Services ONLY**)

Questions: If you have any questions regarding acceptable payments please contact Elyse Rhea in Accounts Payable (X6525)