



**San Francisco State University**  
1600 Holloway Avenue- ADM 351  
San Francisco, California 94132

University Payables & Collections  
Office: (415) 338-2421  
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## **Direct Payments**

**Definition:** A direct payment is any University obligation for which creating a purchase order would not add any value to the transaction.

**Procedures:** The end user submits the document with an account number, signed/approved by a person authorized to commit funds from that account. The end user sends the document directly to Accounts Payable.

In some cases, Purchasing determines that a requisition should be paid directly and should not be turned into a purchase order. The buyer writes the vendor number on the requisition and forwards the form and its attachments to Accounts Payable.

### ***Authorized Direct Pay Transactions:***

- Honoraria
- Stipends
- Utilities
- Memberships
- Books and Subscriptions (books: individual books for a department or manager, not mass orders for instruction or for the library)
- Typewriter repair (only for the current typewriter repair contract vendor)
- SFSU Conference Programs charges
- Approved Request for Reimbursement or Payment forms
- Trust/Special Project Reimbursement forms
- Renewal fees
- Inter-Agency charges
- Intra-Agency charges, where funds transfer is not allowed

### ***Form of Payment:***

A check is issued to the vendor for all of the above direct payment request types.

# Direct Pay Request

## 1 VENDOR

Vendor Name \_\_\_\_\_  
 Address \_\_\_\_\_  
 City, State, Zip Code \_\_\_\_\_  
 Vendor # \_\_\_\_\_ or  204 attached or W-9

## 2 INVOICE

Amount \_\_\_\_\_  
 Invoice # \_\_\_\_\_  
 Inv Date \_\_\_\_\_  
 Today's Date \_\_\_\_\_

Type of request:  
 Membership       Utilities  
 Phone               Accreditation Fee  
 Freight / Mail       Permit / License Fee  
 Subscription         Registration

## 3 CHARTFIELD

If invoice total is to be charged to one chartfield string, complete this segment.

Account	Fund	DeptID	Program	Class	Project

For multiple chartfield strings, leave above segment blank. Click [here](#) for multiple chartfield page.

Total from Multiple chartfield worksheet      \$

## 4 DEPARTMENT / APPROVAL

Department \_\_\_\_\_ Extension \_\_\_\_\_ Date \_\_\_\_\_  
 Requested by \_\_\_\_\_ Signature \_\_\_\_\_  
 Approved by \_\_\_\_\_ Signature \_\_\_\_\_

## 5 DISBURSEMENT

Attach to check (copy provided) \_\_\_\_\_  
 Mail check \_\_\_\_\_  
 Pick up check      Contact person \_\_\_\_\_ Extension \_\_\_\_\_

Person approving this request must have signature authority for the listed chartfields.  
 Attach invoice to signed copy of Direct Pay Request.  
 Forward Direct Pay Request to Accounts Payable, ADM 351.  
 This form is not to be used for reimbursements, reportable payments or purchases.

Request rejection reason \_\_\_\_\_  
 Signature \_\_\_\_\_ Date \_\_\_\_\_

Multiple chartfield strings for Direct Pay Request

(To be submitted with Direct Pay Request)

	Account	Fund	DeptID	Program	Class	Project	Amount
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
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16							
17							
18							
19							
20							
21							
22							
23							
24							
25							

Total of this worksheet must equal amount from section 2 on previous sheet.

Total