

Procedures for Direct Payment of Routine Purchases

Procurement and Support Services, in cooperation with the Accounts Payable department, is continuing to implement best practices to enhance the quality of our services to our users. We have determined that routine purchases (see Authorized Direct Pay Transactions) do not need to go through the normal procurement process. This exemption is appropriate because there is no need to secure competitive pricing nor opportunity to negotiate more favorable terms.

Departments are able to process requisitions and invoices for these routine purchases under a significantly simplified process. A purchase requisition will still be created; and the same authorized signature(s) will be required as those necessary for normal requisition processing.

It is stressed that the types of purchases listed as routine purchases are the only exceptions to the normal procurement process. This payment method cannot be utilized for processing payments for purchases made without prior authorization (also known as “confirming” purchases.) **Unauthorized or confirming items will be returned** to the initiating party.

We would like to remind you that two other programs are available to eliminate confirming orders and to decentralize procurement authority to departments for low value requirements. The programs are the ProCard (Procurement Credit Card) and Petty Cash. For more information concerning these options please contact Becky Pepping on ext. 6842 (ProCard) or Brian Corcoran on ext. 2014 (Petty Cash).

We trust you will find these process simplifications beneficial, and welcome your ideas for further re-engineering improvements. If we can provide additional information, please let us know.

1. Prepare purchase requisition
 - a. The description of each line item should be preceded by the term “Direct Pay.” For example: **“Direct Pay - Subscription Renewal”**
2. Obtain authorized signature on purchase requisition
3. Attach the original, itemized invoice on vendor’s stationery
4. Signify approval of invoice by putting authorized signature on the invoice
5. Submit requisition and invoice directly to Accounts Payable, CLA, B1-113.

Authorized Direct Pay Transactions

- Books and subscriptions
- Memberships
- Room Rentals at University Union and Kellogg West

- Ads placed in Poly Post
- Ads for recruitment of positions (not placed by Human Resources)
- Honorariums
- Copy charges
- Permit fees
- Certification and renewal fees
- Accreditation fees
- Insurance premiums for Risk Management
- Citation, booking and processing fees
- Medical exams
- Candidate lodging and meals at Kellogg West
- Candidate reimbursement of interview expenses
- New hire reimbursement of relocation expenses
- Reimbursement of non-travel employee business expense (over \$50 or past 30 days)