

Cheyney University Policy FA-2010-4001

Policy on Vendor Payments

Approved by: Finance and Administration Council /President's Cabinet

History: Issued -- 2-17-2009

Related Policies: n/a

Additional References: n/a

Purpose

The purpose of this policy is to provide general policy for direct pay to staff and vendors.

The intent of the policy is to provide a fast proficient turnaround of payments.

Definition

- A. Direct Pay is the process of Accounts Payable making payment without creating a purchase order. Transactions that qualify for the Direct Pay are:
1. Annual Permits
 2. Conference Registration Fees
 3. Employee Reimbursement
 4. Entry Fees (Athletics)
 5. Human Resources Applicant Travel Expenses
 6. Legal Awards
 7. Membership Dues
 8. Payments to Officials
 9. Psychological Assessment
 10. Stipends
 11. Student Book Awards
 12. Travel Advances*
 13. Travel Reimbursements

*Travel advances will be awarded under unusual circumstances only

Policy

An Agency Purchase Request Form should be submitted to request payment or reimbursement of the aforementioned items which qualify for direct payment. The form must be signed by the required individuals listed in the release strategy, i.e.,: initiator, department head, dean, or initiator, primary investigator, grants officer, etc. All required documentation must be attached including membership/subscription order or renewal forms, original invoices, and original receipts.

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The cost center or WBS element to be expensed must be clearly listed on the form. The requestor does not enter this information into the SAP system.

DO NOT USE THIS FORM FOR SERVICES, HONORARIA, CONSULTANTS, OR ANY OTHER ITEM OTHER THAN THOSE SPECIFIED ABOVE. Employees are responsible for adhering to any additional internal procedures on use of this form and may be held personally liable for unauthorized or inappropriate commitments.

The Accounts Payable Office should be contacted in advance if there are any questions about the use of this form and process.