



Direct Payment Requests (DPRs) & Signature Authority

Presented by Sebastian Head
Director, Procurement & Contract Services

Direct Payment Requests (DPRs)

Authorization requests for a DPR do not require routing to Procurement.

Exceptions to Policy however, are the

Exception



Authorization Request (Only the following requests may be submitted on a DPR)	
Accreditations	Payments to an accrediting body for expenses associated with the accreditation process (Requires an invoice)
Books and Publications	Includes audio and visual media
Dept. of Homeland Security	Fraud prevention and detection filing fees. Requires a copy of H-1B filing fee form
Event Fee	Payment to supplier for a chair or table at an awards banquet or Gala OR booth space at an expo/conference
Game Guarantees	Athletics Dept only
Interagency Agreements & Related Payments	CCE only, with no contract. (Must include CE# assigned by Procurement & Contract Services).
International Master Agreements	Payment for international student recruitments and study/travel abroad (must include MY# or MA# assigned by Procurement & Contract Services).
Medical/Healthcare-Student Athletes	Athletics Dept only
Membership dues/Subscriptions	Payment for magazine subscriptions and membership dues
Mentoring Services	Requires Collaborating Teacher Agreement (Teaching Credentials Only)
Prizes/ Awards	Requires a copy of contest flyer
Property Taxes & Global Fund Expenditures	Budget only
Public Works State Fees	Facilities only
Utilities	Sustainability only
Exception to Policy	Only with PRIOR Approval from AP or Procurement & Contract Services

Direct Payment Requests (DPRs)

A justification memo is required for Exceptions to Policy. The memo must contain details regarding the exception and a remedy to prevent future occurrences.

SACRAMENTO STATE

Direct Payment Request

Supplier#: *

(Look-up Supplier number in CFS and record here or indicate new. Payment will not be processed until the Supplier Data Record Form has been returned to AP and entered into CFS)

Payee (Make check payable to)

Payee Name : *

Address : *

City : *

State : * Zip: *

Allowable Request: * Select...

Account	Fund	Dept ID	Choose from the list	Amount
*	*	*	*	USD
*	*	*	*	USD
Grand Total				\$0.00

Comments/Instructions/Attachments: *

Handling Instructions: * Choose from the list Please Call Ext.: *

Department Approval

Department: * Zip Code: *

Department Contact: * Ext: *

By my signature below, I certify that I am authorized to expend funds from the department listed above. I also certify that this is a legitimate expenditure per the fund specifications and I am not aware of any financial interest involving me or a family member that could present a conflict of interest.

Invoice: Click to Att...
Additional Doc: Click to Atta...
Justification: Click to Atta...

Do not put your justification here

Attach the justification memo here

Direct Payment Requests (DPRs)

- All after-the-fact payments are considered an Exception to Policy and must be submitted as a DPR.
- Adobe does not allow a submission to be sent back to the requestor for correction. Instead, it must be canceled and resubmitted with the corrected info.
- A Direct Payment Request is not guaranteed to be approved and should not be used as a substitute for following proper purchasing procedures.

Direct Payment Requests (DPRs)

Please be advised that Direct Payment Requests are subject to audit, and adherence to policy is required. Frequent requests for exceptions to policy may be regarded as non-compliance, which could lead to the following actions to ensure compliance:

- Monitoring and reporting of repeat instances
- Declining approval for certain requests
- Involvement of senior management
- Consideration of corrective measures

Signature Authority

Why can't I sign?

Only with DOA can you obligate University resources including:

- Committing the University to spend money
- Committing University resources, expertise, facilities, or supplies (not just money)
- Signing a contractual document (i.e. agreements, contracts, permits, MOUs, terms & conditions, confirmations, click-through agreements, etc.)
- Negotiating terms and conditions.

When in doubt – Ask! We are here to help!

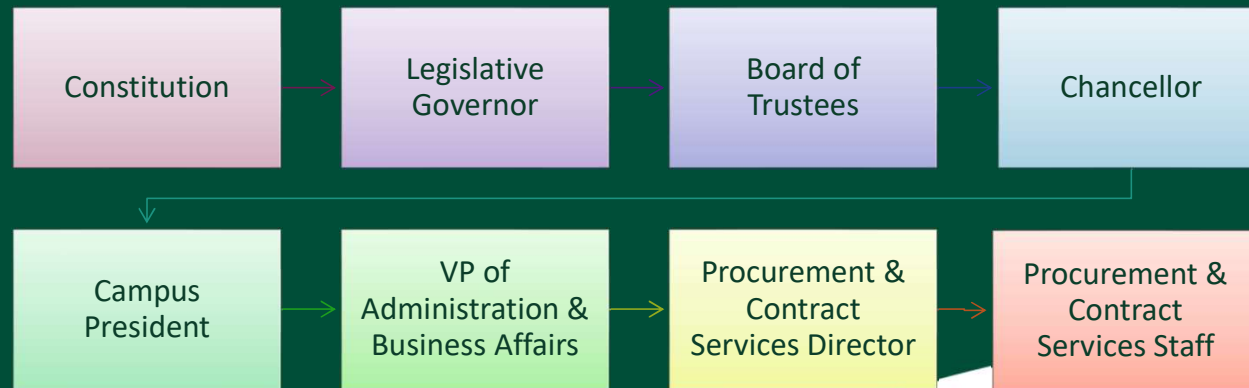


Signature Authority

Delegation of Authority (DOA)

Delegation of Authority is the assignment to another person (normally from a manager to a subordinate) to carry out specific activities. It is the process of distributing and entrusting work to another person.

- ▶ **Only** Procurement and Contract Services can financially obligate the University.
- ▶ Departmental personnel have **no** such delegated authority (*except limited authority under the Procard Program*)



DPRs & Signature Authority

Questions?



Contact Us

Procurement & Contract Services

aba-fins-procure@csus.edu

