



DIRECT PAY REQUEST FORM

(DO NOT USE FOR MILEAGE, TRAVEL, OR SERVICES)

DIRECT PAY REQUEST POLICY

Direct pay requests are authorized for limited, specific non-service payment types that do not require the standard Purchase Order process. The following purposes are allowable under this policy:

- Reimbursements to employees or students for eligible purchases previously authorized by the District.
- One-time, non-contractual expenses such as conference or event registration fees, membership fees, and annual dues.
- Payment of invoices for goods or services previously ordered under a valid purchase order that has been closed. Payment is limited to the remaining encumbrance, must be incurred in the same fiscal year, and requires Purchasing Department approval.
- Payments to District-affiliated entities such as Associated Students, Foundation, or California History Center, supported by system documentation.
- Shipping courier and postage fees that are not tied to a contract or PO.
- Payroll deductions, taxes, retirement, and garnishments for mandatory or statutory payroll-related payments, supported by system or regulatory documentation and approved by the responsible fiscal or payroll manager.

The maximum allowable amount for a Direct Pay request is **\$5,000**, except for the following exceptions:

- Authorized reimbursements may exceed \$5,000 with proper approval and supporting documentation.
- Payments of invoices against closed purchase orders may exceed \$5,000 but limited to the amount of the remaining encumbrance on the closed purchase order.
- Mandatory payroll deductions, statutory taxes, retirement contributions, bank fees, or similar system-driven charges may exceed \$5,000 if supported by appropriate documentation and approved by the responsible manager.

All Direct Pay requests must include supporting documentation and are subject to District approval and audit protocols. Direct Pay requests may not be used to circumvent standard purchasing procedures, contracting requirements, Board approval, or competitive bidding except as explicitly listed above.

ANY PAYMENT NOT AUTHORIZED UNDER THIS POLICY MUST BE PROCESSED THROUGH THE STANDARD PURCHASE ORDER PROCESS BY SUBMITTING A REQUISITION TO THE PURCHASING DEPARTMENT.

