



## **DIRECT PAY REQUEST FORM**

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

### **DIRECT PAY REQUEST POLICY**

Direct Pay Requests are authorized for limited payment types that do not require processing through a Purchase Order. The following purposes are allowable under this policy:

- Reimbursements to employees or students for eligible purchases previously authorized by the District.
- Services under the Limited Engagement Agreement (LEA) valued up to \$5,000 with a one-time payment.
- 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 was closed in error. 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, or postage fees not tied to a contract or Purchase Order.
- 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 in the following cases:

- Authorized reimbursements may exceed \$5,000 with proper approval and supporting documentation.
- Payments of invoices against closed purchase orders may exceed \$5,000 but are limited to the amount of the remaining encumbrance and applicable fiscal year 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 exceptions to this policy must be reviewed and approved by Business Services.

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



# DIRECT PAY REQUEST FORM

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

Make Check Payable to:  
(Type Only)

Name: \_\_\_\_\_

Remit Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Date of Request: \_\_\_\_\_

Date Check Required: \_\_\_\_\_

**LOCATION:**      Foothill      De Anza      Central Services      Districtwide

**PURPOSE OF DIRECT PAY REQUEST:** (Check one)

Reimbursement      Authorized Fee Payment      Limited Engagement Agreement (up to \$5,000)

Closed PO - Remaining Encumbrance Amount: \$ \_\_\_\_\_ PO#: \_\_\_\_\_

Purchasing Approval (Required for Closed PO) Buyer Signature: \_\_\_\_\_

**INVOICE/DOCUMENTATION DETAILS:**

Provide a detailed explanation for the payment and attach all applicable invoices, Limited Engagement Agreement (LEA), or supporting receipts.

**REQUIRED FOAP INFORMATION:**

INDEX (6 digits)	FUND (6 digits)	ORG (6 digits)	ACCT (4 digits)	PROG (6 digits)	AMOUNT
					\$
					\$
					\$

Total: \$ \_\_\_\_\_

**Requestor**

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
First & Last Name (Type Only)

**Department Approval**

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
First & Last Name (Type Only)

**VP Finance/Administrative Services Approval (if required)**

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
First & Last Name (Type Only)

**SUBMIT COMPLETED FORMS TO ACCOUNTSPAYABLE@FHDA.EDU**