**Direct Pay Guidelines**

**I.          OVERVIEW**

The University of West Florida (UWF) Controller’s Office is permitted to make direct payments for certain expenditures without prior approval from the Procurement & Contracts Manager. Obligations eligible for this type of payment are listed below.

**II.        EXPENDITURE GUIDELINES**

Authorized personnel are expected to exercise good judgment in the approval of expenditures. The following factors should be considered when reviewing expenditures for approval:

* appropriateness;
* sensitivity to the values of UWF;
* effect of certain types of expenditures upon the public image of UWF;
* overall purpose to be served; and,
* availability of funds.

**III.       ALLOWABLE EXPENDITURES**

Expenditure guidelines are outlined below. Please note that the department is responsible for directing the vendor to the external [Vendor Registration Page](http://uwf.edu/procurement/pages/VendorReg.cfm) for completion of the vendor registration process before submitting the [Direct Pay Request Form](http://uwf.edu/financial/Form_DirectPayRequest.pdf) to Accounts Payable. Only UWF employees and students receiving reimbursement for expenses do not need to complete the Banner Vendor Information Form. If a UWF employee or student employee is providing a service, forward an action sheet to Human Resources.

The following should be submitted on a Direct Pay Request regardless of the total dollar amount:

* Subscriptions - magazines or other periodicals that cannot be paid with a UWF PCard (MasterCard);
* Memberships - that cannot be paid with a UWF PCard (MasterCard) (See [Membership Instructions](http://uwf.edu/financial/Internal/membershipdues.cfm).)
* State Insurance Premium Payments and Remittance of Other Related Payroll Liabilities
* Postmaster Payments - including bulk mailing, box rental, and metered mail machines
* Medical Expenses - for injuries incurred while on athletic trips not covered by insurance
* All Approved Concession Payment Requests
* Licenses/Permits - or others fees imposed by a governmental entity
* Fees required for Accreditation or Certification
* Allowable Reimbursement for Expenses Other Than Travel – Purchase and reimbursement of any single item exceeding $1,000.00 is NOT allowed and must be acquired through the Requisition/Purchase Order process.

The purchase of allowable goods and services $1,000.00 or less should be submitted on a Direct Pay Request:

* Purchases of $1,000.00 or more must be processed on a Banner Requisition. If vendor requires payment in advance, a Purchase Order with payment terms of cash with order will be issued.
* Purchases cannot be split to avoid the limit.
* Documentation from the vendor indicating that Visa credit card and Purchase Orders are not accepted.

Allowable goods and services include but are not limited to:

* Catering - with approved UWF contractors
  + For Auxiliary funds, fees must have been collected from the participants for the expense. The expense may not benefit UWF employees.
  + For Sponsored Research funds, the expense must be specifically authorized in the grant and proof included with the Direct Pay Request.
* Food
  + For Auxiliary funds, fees must have been collected from the participants for the expense. The expense may not benefit UWF employees.
  + For Sponsored Research funds, the expense must be specifically authorized in the grant and proof included with the Direct Pay Request.
* Background Screenings
* Entertainment Contracts
  + Require an original contract with appropriate approvals.
  + Requires a completed Consulting & Professional Services Form, along with vendor invoice.
* Athletic Game Officials
* Non-Employee Stipends
  + One payee per Direct Pay Request
* Research Subject Payments
  + One payee per Direct Pay Request
* Advertising Invoices -  when a UWF PCard (MasterCard) cannot be used
  + Requires a tear sheet as proof of publication.
  + Human Resources must approve the ad wording for **position vacancies** prior to placing the ad. Documentation of prior approval must be attached to the Direct Pay Request.
  + Print advertising must meet UWF graphics standards by approval of the Division of University Advancement/Institutional Communications Department. Contact: Brittany Boyd**,** [bboyd@uwf.edu](mailto:bboyd@uwf.edu), or phone 3189.
* Professional Services
  + Requires a completed Consulting & Professional Services Form along with vendor invoice.

**PROCEDURES**

Each department within UWF shall review the services that the vendor is providing to determine whether the expenditure type is on the approved direct pay listing prior to placing an order and requesting payment by Accounts Payable. If the expenditure is eligible for direct pay, the department may order the service and request payment.

The department will:

* access the Direct Pay Request;
* attach original receipts and supporting documentation to the Direct Pay Request;
* obtain authorized signature; and,
* forward to Accounts Payable for processing.

Accounts Payable will:

* verify that the request meets the direct pay eligibility requirements;
  + Yes – proceed to next step.
  + No – return the request to the appropriate department denying the payment.
* verify that vendor is in Banner; and
  + Yes – proceed to next step.
  + No – notify the department that vendor must complete online Vendor Registration process (department will have to notify vendor and instruct them to go to Procurement and Contract's external web site and complete the Vendor Registration);
* process the request for payment.