



## **Direct Pay Disbursements**

### **Purpose**

This policy establishes the guidelines and requirements for using the direct pay disbursement process to purchase certain goods and services for Stephen F. Austin State University (SFA).

### **Persons Affected**

All SFA employees who are responsible for initiating, approving, authorizing, or making payments to vendors on behalf of SFA.

### **Definitions**

**Direct Pay:** the process of paying for certain university goods and services without the use of a purchase requisition or procurement card (P-Card). Direct pay disbursements are subject to all applicable policies and procedures that apply to the disbursement type that is being paid.

**Purchase Voucher:** a form required for certain types of direct pay disbursements.

### **Policy**

The SFA Office of Procurement and Business Services, under supervision of the executive director of finance and administrative services, has sole authority for the negotiation and purchase of goods and services for the university with the exception of items listed in SFA HOP 05-301 Best Value Procurement and items listed in UT System Rules. Most SFA purchases, other than those related to travel and employee reimbursements, are initiated through the purchase requisition or P-Card process. However, in some instances, payments may be initiated as a direct pay disbursement.

There are two direct pay disbursement methods. One method requires the use of a purchase voucher, which is available on the SFA Business Forms webpage. The other method does not require a form, yet certain procedures and documentation may be required to be submitted to the accounts payable office. Regardless of which method is used, direct pay disbursements will be reviewed to ensure that payments comply with university policies and procedures and have appropriate supporting documentation and approvals.

### **Procedures**

The following types of direct pay disbursements may be allowed and require a purchase voucher form:

1. Licensing fees (except software licensing fees)
2. Notary bonds
3. Student and non-student refunds



4. Student tuition rebates
5. Postage
6. Prepayment of registration fees for business conferences, workshops, and seminars
7. Legal settlements
8. Purchases from agency funds
9. Audit costs charged by a State or federal government agency
10. Athletic meal money for players while in Nacogdoches when SFA student dining facilities are closed
11. Cash advances for official visits of potential student-athletes in accordance with National Collegiate Athletic Association (NCAA) guidelines for recruiting
12. University's bookseller vendor charges for student scholarships
13. Athletic ticket revenue share settlements
14. Athletic contest officials
15. University Interscholastic League (UIL) academic contest officials
16. Student-related medical expenses
17. Purchases of books, periodicals, journals, and other related materials needed to maintain university resource collections for the library
18. Purchases of general merchandise for resale in the Stone Fort Museum gift shop
19. Standard Services Agreements approved by the Office of General Counsel (OGC) for services that cost \$500 or less

The following types of direct pay disbursements may be allowed and do not require a purchase voucher form:

1. Overnight mail services (no purchase voucher required if using the procurement and business services office preferred vendor contract)
2. Employee payroll deductions and employee benefits-related expenses
3. Employee call-back mileage reimbursements
4. Employee mileage reimbursements not processed through the travel office
5. Establishment or replenishment of a change fund (with prior approval from the financial reporting office)
6. Copier lease and copier maintenance
7. Employee reimbursements
8. Visa petition service fees paid on behalf of employees
9. University credit card statement payments (excluding fuel card payments)

Any addition to the above lists must be approved in writing by both the associate director of financial reporting and the executive director of finance and administrative services or his/her designees, and with an explanation justifying the decision.

### **Related Statutes or Regulations, Rules, Policies, or Standards**

UTS 145 Processing of Contracts  
UTS 159 Purchasing



SFA HOP 05-301 Best Value Procurement  
SFA HOP 05-305 Procurement Card (P-Card)  
SFA HOP 04-126 Tuition Rebate  
SFA HOP 05-105 Mail Services  
SFA HOP 05-107 Travel Card (T-Card)  
SFA HOP 05-211 Trusteed Funds

**Responsible Executive**

Vice President for Finance and Administration

**Forms**

Purchase Voucher

**Revision History**

September 1, 2023 (original)