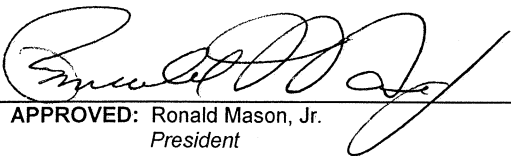


**JACKSON STATE UNIVERSITY  
DIVISION OF BUSINESS & FINANCE**

<b>POLICY #:</b>	
<b>TITLE OF POLICY</b>	<b>DIRECT PAYS</b>
<b>DATE SUBMITTED:</b>	10/10/08
<b>RESPONSIBLE DEPARTMENTS &amp; OFFICERS:</b>	
Dept Name:	University Strategic Sourcing Services (USSS)
Responsible Officer:	Elma Wade
Responsible Officer's Title:	Director
Phone:	601-979-2221
Email:	elma.m.wade@jsums.edu
<b>POLICY IMPACT</b>	<input checked="" type="checkbox"/> University-wide <input type="checkbox"/> Divisional <input type="checkbox"/> Departmental
<b>POLICY TYPE</b>	<input type="checkbox"/> New <input checked="" type="checkbox"/> Revised
<b>REASON FOR POLICY</b> (Please explain in detail the issue that this policy seeks to resolve)	To ensure that requisitions for goods and services are submitted for payment without purchase orders in accordance to the state of Mississippi purchasing laws and regulations as well as the University established guidelines, the University identified the expenditures that would qualify for direct pay. <b>Amended changes are indicated in bold font.</b>
<b>EFFECTIVE DATE</b>	<b>1/12/09</b>
<b>POLICY STATEMENT</b>	<p>Direct Pay is the payment of goods and/or services that do not require a purchase order in accordance with the State of Mississippi purchasing laws and regulations and the University established guidelines. The following expenditures can be submitted via the Requisition for Purchase Form for direct pay:</p> <ul style="list-style-type: none"> <li>• Monetary awards for participating in particular activities</li> <li>• Freight, shipping, and mailing charges that are not included on a purchase order</li> <li>• Honorariums</li> <li>• Insurance</li> <li>• Employee benefits</li> <li>• Imprest Fund/Petty Cash reimbursements</li> <li>• Subscriptions i.e. magazines, periodicals, and on-line subscriptions</li> <li>• Memberships and dues</li> <li>• State and local taxes</li> <li>• Payroll liabilities i.e. annuity payments, insurance payments, etc.</li> <li>• Postal services i.e. box rental, metered mail machine postage, etc.</li> <li>• Registration Fees</li> <li>• Royalties</li> <li>• Stipends and scholarships</li> <li>• Employee reimbursements up to \$300, <b>except for tagged items (see Definitions)</b></li> <li>• Tiger Card vendor payments</li> <li>• Travel reimbursements</li> <li>• <b>Food purchases not to exceed \$500</b></li> <li>• <b>Advertisements</b></li> <li>• <b>License Fees for technological purposes (see Definitions)</b></li> <li>• <b>Legal Fees</b></li> </ul>
<b>EXCLUSIONS</b>	N/A
<b>DEFINITIONS</b>	<u>Requisition for Purchase Form</u> is the basic form used to initiate the purchase of goods and services for the University.

<b>POLICY #:</b>	
<b>TITLE OF POLICY</b>	<b>DIRECT PAYS</b>
	<p><u>Approved Requisition for Purchase</u> is the completed form with the authorized signatures.</p> <p><u>Source document</u> is the proof of purchase for goods and services i.e. vendor invoices, receipts, registration forms, etc.</p> <p><u>Purchase Order</u> is the legal and binding document issued by USSS to purchase goods and services which indicate the description of the items, quantity, specification, price, terms of the purchase, and any other needed information.</p> <p><b><u>Tagged items</u> are capital assets valued at \$1,000.00 or greater. Tagged items also include specialty items regardless of the value i.e. weapons, cameras and camera equipment, tape recorders, two-way radio equipment, typewriters, appliances (refrigerators, freezers, air conditioners, stoves, microwave ovens, etc.), televisions, VCRs, lawn maintenance equipment, sterling silver, cellular telephones, major computers components, chain saws, air compressors, welding machines, generators, motorized vehicles, dictating equipment, antiques.</b></p> <p><b><u>Technological Purposes</u> are those purchases resulting from improvements in technical processes, i.e. computer software, hardware; technical items purchased by CSET, i.e. site license, maintenance agreement, subcontracts, etc.</b></p>
<b>PROCEDURES</b>	<p>Submit an <i>approved</i> Requisition for Purchase Form (will be referenced as Form in this section) along with applicable source documents to USSS except the ones that are budgeted to restricted (grants) funds. The ones that are budgeted to restricted funds should be forwarded to G&amp;C.</p> <p>USSS-Travel &amp; Requisitions <b>or</b> G&amp;C will encumber the funds which will result in an applicable reference number i.e. E00000, R00000, etc.</p> <p>USSS-Travel &amp; Requisitions <b>or</b> G&amp;C will forward the Form to Financial Services Accounts Payable (A/P) to process the payment.</p> <p>A/P will process payment for the purchase of goods and services.</p>
<b>ADDITIONAL INFORMATION</b>	<p>Exceptions to this policy will be determined by the Senior Vice President for Finance &amp; Operations or the President.</p>
<b>APPENDICES, INCLUDING FORMS &amp; INSTRUCTIONS</b> (Please attach.)	<p>Requisition for Purchase Form Purchase Order Required Signature Levels for Purchasing &amp; Travel</p>

  
APPROVED: Ronald Mason, Jr.  
President

5.5.09  
Date