



Dear Fiscal User's Group,

Please be advised that a revised version of the Direct Payment Policy has been posted to the Fiscal Affairs webpage:

<http://fiscaff.sfsu.edu/content/direct-pay-policy>

Highlights of the revised policy are:

- More clearly identifies transactions that are allowable uses of Direct Payment.
- Increases the threshold for allowable (only) transactions to \$5000.
- Clarifies that except for the transactions identified as allowable the acquisition of goods or services is never an allowable use of Direct Payment unless pre-approved by Procurement.
- Clarifies that Direct Payment requests may only be submitted using the most current form posted on the Fiscal Affairs website.
- Removes references to Honorarium and Stipend since these are Human Resources procedures subject to the appropriate practice directives on the HR webpage.

As always, if you have any questions regarding the Direct Payment Policy or procedures please contact Stephen Smith, Director of Procurement or David Chelliah, Manager of Accounts Payable and Fiscal Services.

Fiscal Affairs