

Direct Buy Form FAQ's

Will the Accounts Payable Office accept a statement to substantiate a payment request?

No. Requests for payment must be accompanied by an invoice that itemizes the goods or services being paid. A statement is not an acceptable form of substantiation.

Can I have the vendor's check sent to the department or can I pick it up?

No. All checks must be sent directly to the vendors. Please attach any paperwork you would like to have mailed with the check to the Direct Buy Form.

Signatures

The Direct Buy Form must have 2 signatures.

- 1) Signature from the requester
- 2) Signature from an approver with chartfield authority

Why is the vendor not paid with "due now" terms on the Direct Buy Form?

All vendor invoices are paid Net30 per policy. Reimbursements to employees are paid due now, as are subscriptions/registrations.

Are services allowed on the Direct Buy Form?

Only certain off campus services are allowed on the Direct Buy Form, not to exceed \$2,500. See form for details.

Can I purchase equipment on the Direct Buy Form?

Yes. However, equipment purchases cannot exceed the direct buy limit of \$2,500.

Do I have to complete my Direct Buy Form electronically, or can I fill out a printed copy by hand?

In order to ensure that you are using the most current form, we highly suggest that the form be filled out electronically. Additionally, filling it out electronically will ensure that the form is legible. If you do not have access to a computer and need assistance to complete this form or download the most current copy contact Accounts Payable at 6-2291.

What can I do to prevent my Direct Buy Form payment from being delayed?

If this is the first time the University has made payment to the vendor then a vendor information form (204) will need to be submitted with the Direct Buy Form. Contact Accounts Payable for more details 6-2291.

My purchase is being fully funded by Cal Poly Corporation, can I submit the Direct Buy Form to request payment from State Accounts Payable?

Purchases being fully funded by the Cal Poly Corporation (SL002 funding) should be submitted directly to the Cal Poly Corporation for payment.

What type of support/substantiation must I include with my Direct Buy Form?

All Direct Buy Forms submitted must be accompanied by an invoice or receipt that itemizes each item purchased.

Can I use the Direct Buy Form for Hospitality related expenses?

Yes.

What are Hospitality expenses?

The provision of meals, refreshments, promotional materials, gifts, awards, or reimbursement of travel expenses to official guests, to students, and to employees. Hospitality includes expenses for activities that promote the University to the public, usually with the expectation of benefits accruing directly or indirectly to the University and may include the provision of gifts, awards, and promotional materials.

www.afd.calpoly.edu/FiscalServices/Forms/HospitalityPolicy.pdf

Are there any special substantiation requirements for Hospitality expenses paid via the Direct Buy Form?

Yes. You will need to turn in an itemized receipt along with a list of who you were hosting. If there was an official guest then you will need to list that person, and whether or not alcohol was provided.