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| DBO BULLETIN NO. 005 | Direct Payment | 7/17/09 |
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Effective July 1, 2009, the Accounting and the Budgeting Offices are strictly complying with District guidelines for Procurement and Encumbrance Procedures (all Fund Types) for all non-personnel Expenditures. To enhance an effective budget and expenditure control process, the District will minimize the use of the Direct Payments process. **Beginning July 1, 2009, invoices presented from vendors without prior encumbrances or items that are not on the pre-approved list below will not be honored.**

To avoid this condition, do not contact vendors directly and do not purchase supplies, services, equipment, etcetera directly; follow the standard procurement process
<http://www.ccsf.edu/Services/Purchasing/FAQ/faq.html>

The following is a list of items that have been pre-approved to be purchased under a Direct Payment. If you do not see the transaction activity or item you wish to purchase, please contact your fund accountant/purchasing department to confirm if the purchase is allowable under the Fund's Guidelines.

- Annual subscription fees (Anything more than one payment fee must go thru the encumbering process)
- Annual membership fees (Anything more than one payment fee must go thru the encumbering process)
- Inspection and/or Official Filing fees such as architectural filings with the State
- Payroll remittances from Payroll Liability (Taxes and Deductions)

Procedure for Direct Payment as allowed above:

Submit a completed requisition with original invoice to your fund accountant at 33 Gough
A payment voucher with original invoice to Conlan Hall, 104 for fund type 14, 73 and 75

Please Note: : Online requisitioning is also available (Contact Kathy Hennig - Purchasing Manager)

- If all documentation are present and in order, payments may take approximately 15 working days.