

DIRECT PAYMENTS BY CONTROLLERS OFFICE

CONTROLLERS OFFICE ACCOUNTS PAYABLE

Accounts Payable will directly pay the following types of expenses without review or approval by Purchasing Services. However, the Department Order number (K-order) or other University forms are necessary for accountability. The \$10,000 direct buy limit is a threshold only where indicated in the lists below. These payments include:

Department Order (K-order)

- Background checks*
- Catering bills (with no contract involved) to be paid by hand delivered check at the event venue, <\$10,000*
- Memberships*
- Permits, licenses, fees – includes L&I inspection fees*
- Subscriptions*

**NOTE: Purchasing Card is the preferred method of payment, if vendor will accept.*

Invoice Voucher

- Employee reimbursements <\$5,000 (BPPM 70.20 and 70.31)
- Non-contractual performer fees paid by hand delivered check at the performance venue under \$10,000
- Non-contractual honoraria and speaker fees under \$10,000. For additional guidelines visit: </Speaker.html>
- Petty cash reimbursements
- Sponsored Programs cash advance (See [BPPM 40.21](#))
- Research participant fees
- Property Taxes
- Notary and Notary Renewals
- Refunds of Revenue (these payments are processed by the Revenue Dept. in General Accounting)
- Fingerprinting fees (clearly mark Invoice Voucher if rush processing, check pickup or other special attn. is required)
- H1B1 and other immigration fees (clearly mark Invoice Voucher if rush processing, check pickup or other special attn. is required)
- Reimbursements to substitute teachers

Vendor Invoice with coding and signature of expenditure authority

- Utilities
- WSU Alumni Association invoices
- WSU Foundation invoices

CONTROLLERS OFFICE REVENUE DESK

The Revenue Desk will pay:

- Refunds of revenue collected for tuition, application fees, class fees, web purchases from WSU merchants, etc. with Invoice Voucher