

SSF-ARP Project/Activity Checklist

Use this checklist for payments related to a project/activity using a Direct Payment Request Form or Purchase Order (PO). Please make sure that you submit all of the following documents before and or after your request to SDSU Accounts Payable (MC-1611):

Supplies Cash Advance

- Direct Payment Request [FORM](#) (Please select under Type: 'Student Non-Travel Advance (SSF/IRA)').
 - Request cannot be for more than what is needed in a two week period.
 - Signed by Department authorized personnel (FAH).

- Follow up with the IRA/ SSF ARP Cash Advance Reconciliation [FORM](#) (must attach original receipts taped on to 8 ½ x 11 piece of paper). **Submit to Accounts Payable within 2 weeks of when you receive funds.**
 - If more than 7 Receipts, please add excel spreadsheet listing all receipts.

Note: Any item over \$4,000 or that has a hard drive regardless of cost must go through the Purchase Order process for potential tagging purposes. Please see *Direct Pay to Vendor* option below.

Supplies Reimbursement to Individual

- Direct Payment Request [FORM](#) (Please select under Type: 'Student Reimbursement (SSF/IRA)' or 'Employee Reimbursement (SSF/IRA)').
 - Signed by Department authorized personnel (FAH).

- Copy of invoice or attach original receipts taped on to 8 ½ x 11 piece of paper. **Submit to Accounts Payable within 30 days.**
 - If more than 7 Receipts, please add excel spreadsheet listing all receipts.

Note: Any item over \$4,000 or that has a hard drive regardless of cost must go through the Purchase Order process for potential tagging purposes. Please see *Direct Payment to Vendor* option below.

Direct Payment to Vendor for Purchase Order Over \$4,000

- A purchase order is required for all purchases of services. Additionally, PO's are required for goods/supplies over \$4,000 or for any item that has a hard drive regardless of cost. Vendors must obtain a valid purchase order number before providing goods or services to the University. Payment terms for suppliers are net 30.
 - University PO's can be requested by an approved requisitioner in your department.

- Each vendor doing business with the state of California must complete a [Supplier Information Form \(PDR – STD 204\)](#).