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).

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