

Pay Voucher Procedure

Payment Vouchers:

Direct payment to vendors and employee reimbursements for **emergency** supply items- under **\$1,000**.

- Purchase of equipment, rentals or services is not allowed via Pay Voucher or Cal-Card
- Subscriptions under \$250
- Institutional Memberships under \$250
- Refunds to students
- Payments to Follett Bookstore/Aramark Food Services under \$2,000

It is important that the use of Pay Vouchers and the Cal-Card be closely monitored.

Processing:

- Please submit all vouchers via the "Payment Request" function in PeopleSoft Finance. See instruction listed on the website to assist.
- For all vouchers requested exceeding the \$1,000 threshold approved by fiscal service please use e-sign enable form on the Accounts payable Forms & Documents webpage.

Please allow 5 business days to process a pay voucher.

Vendor Check Runs are scheduled **every Thursday** and vouchers are due by noon on Wednesday (the day before) in order to be processed by Accounts Payable.

Paying transactions outside of normally scheduled check runs is inefficient, costly, increases our business risk, and delays other disbursement processes, i.e. student refunds, financial aid disbursements, etc. Prior to requesting an "**emergency**" **check**," departments should consider payment alternatives such as the District Cal-Card or personal credit card. Any requests for an emergency check must have justification and approval by the Vice President, Finance and Administrative Services or Sr. Director of Fiscal Services. Questions regarding Pay Vouchers should be addressed to Steven Carkey, Accounting Manager.