

Direct Pay Vs. After The Fact

Direct Pay's and After the Facts should only be used in the circumstances listed below, when a purchase order or departmental procurement card is not a viable option.

Direct Pay:

- Athletic Official Payments
- Bank Bond Payments
- BSU Foundation Payments (payments from BSU to BSU Foundation)
- Candidate Travel Reimbursement
- Employee Awards (reimbursement for employee awards purchased-BSU Foundation to reimburse BSU)
- Food Purchases or Food Reimbursements (Original itemized receipt required).
- New Employee Move Reimbursement
- Speakers/Performers/Consultants (if payment to an Individual & less than \$5000.00)
- Revolving fund activity (change fund)
- Student Athlete Official Visits
- Student Athlete Unofficial Visits
- Student Awards
- Student Supervisors
- US Dept of Homeland Security payments
- Other (If no invoice provided)

After The Fact:

- Subscriptions
- Dues
- When you have an invoice for products/services previously ordered

Items to note:

- If your payment type is not listed on the Direct Pay form, you are likely trying to use the wrong method.
- Direct Pays and After the Facts WILL NOT send out a Purchase Order to the supplier.