Preamble: Under certain circumstances it is acceptable to process invoices without providing a payment document such as a claim voucher, purchase order or purchasing card. Payment directly against the budget is acceptable in the following cases noted in B. below:

A. Definitions

A-1. Direct Pay – Payment made directly against the budget without providing a payment document, such as a claim voucher, purchase order or purchasing card.
A-2. Recurring Invoices – Payments set to pay automatically on a set day with a set amount for a period of time.

B. Policy

B-1. Recurring Payments. Multiple payments that are issued with the same payment schedule and budget information may be scheduled as yearly, monthly, biweekly or weekly as needed. To guarantee no interruption of payments, Recurring payments are set up initially with a claim voucher that specifies the amounts and dates of future payments.

B-2. Credit Memos. Credit memos are processed on a budget in order to guarantee the use or the credit memo without fiscal year limitations. All credit memos will be entered in Banner; we do not short pay invoices.

B-3 Utility Charges. Direct payment against the budget is used for monthly utility charges from vendors such as Avista Corp.

B-4 Federal Express charges. The University has one master account with Federal Express. Receipt of invoices and payments to Federal Express are processed through a web application. The Units provide the budget number in the reference field on the form for each shipment.

B-5 Sodexho catering bills. Sodexho sends invoices directly to Accounts Payable. Units provide a budget number to Sodexho in advance. Appropriate documentation and permission must be on file. See APM 70.22 for information on meals and entertainment.
C. Process/Procedure: Units send upload invoice images directly to Accounts Payable with the words “Direct Pay”, a budget number and expense account code along with an authorized signature. Accounts Payable enters invoices into Banner, and then invoices are approved through the queue process. Recurring payments are processed automatically by Accounts Payable and will be routed through the approval queue. Federal Express and Sodexo charges, units will only see the invoices in the approval queue.

D. Contact Information. Questions regarding the use of Claim vouchers should be addressed to Accounts Payable (208-885-5379) or Business and Accounting Services (208-885-2719) or Office of Sponsored Programs Grants and Contracts (208-885-6689).