IRA/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).