

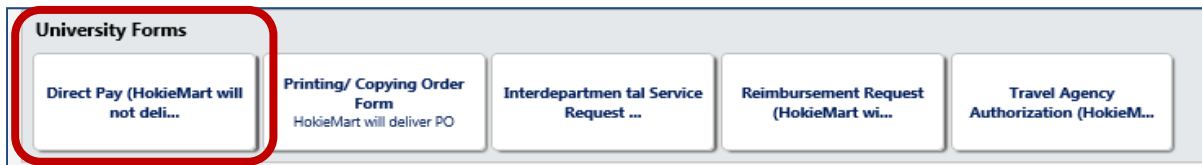
QG - Direct Pay

HokieMart will not deliver PO

Direct Pay is used only for item(s) explicitly listed on the Direct Pay Policy - University Policy 3220. A copy of the policy is included immediately following these instructions. If you have questions about applying this policy to HokieMart purchases, please contact hokiemart@vt.edu or the HokieMart helpline at 231-2020 **before** processing a Direct Pay.

From Main Screen of HokieMart:

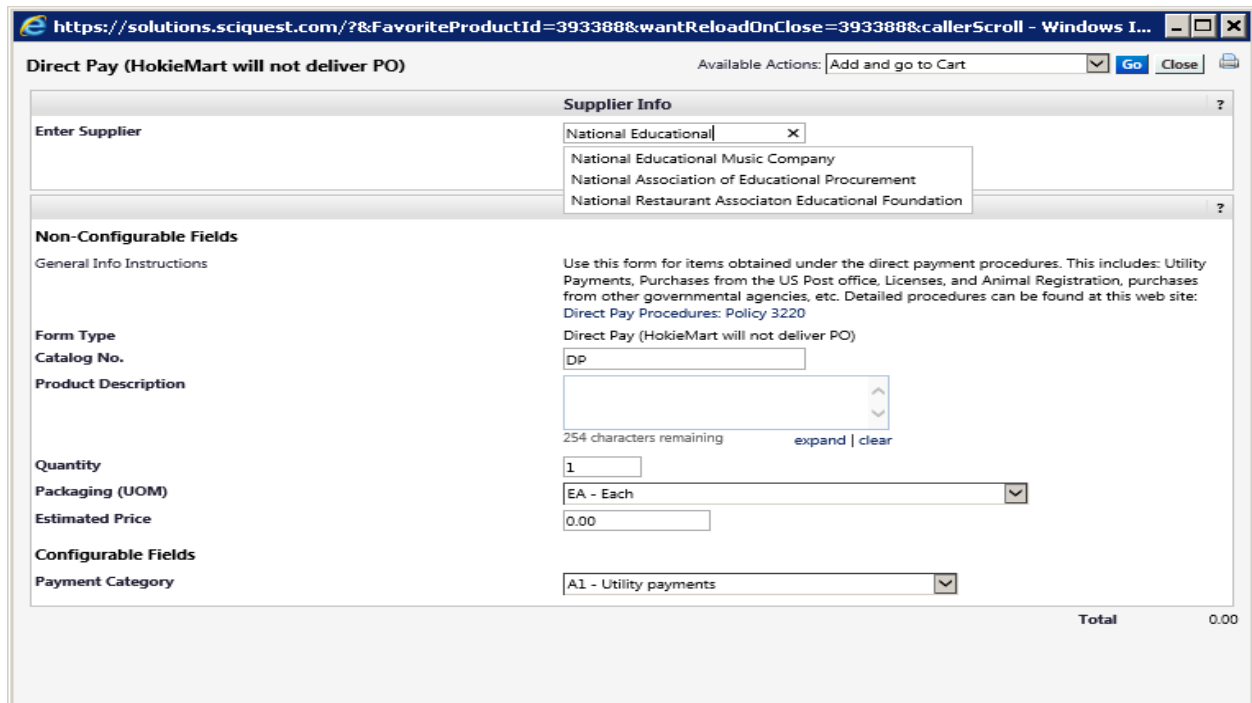
- Click “Direct Pay.”



The screenshot shows a horizontal menu of buttons. The first button, labeled "Direct Pay (HokieMart will not deli...", is highlighted with a red rectangular border. Other buttons include "Printing/ Copying Order Form", "Interdepartmen tal Service Request ...", "Reimbursement Request (HokieMart wi...", and "Travel Agency Authorization (HokieM...".

- Begin typing “Supplier Name”.
- Select desired supplier.

Complete the “General Info” section of the form. (All fields are required.)



The screenshot displays the "Direct Pay (HokieMart will not deliver PO)" form. The "Supplier Info" section is active, showing a search for "National Educational" with a dropdown list of suggestions: "National Educational Music Company", "National Association of Educational Procurement", and "National Restaurant Associaton Educational Foundation". The "Non-Configurable Fields" section includes "Form Type" (DP), "Quantity" (1), "Packaging (UOM)" (EA - Each), and "Estimated Price" (0.00). The "Configurable Fields" section shows "Payment Category" (A1 - Utility payments). The "Total" is 0.00.

- Catalog No. - should display DP and should not be edited.
- Product description - allows the user to identify and enter what is being paid.
- Quantity - leave at 1. This is one payment.
- Packaging - most often will remain "Each".
- Estimated Price – the requestor should be in possession of an invoice or bill showing the total cost.
- Payment Category may be selected from the Payment Category drop-down list. The category choices match the categories listed in Policy 3220.

A screenshot of a web form element. It is a horizontal dropdown menu with a light blue border. The text 'Payment Category' is on the left in a dark blue font. On the right, the selected option 'A1 - Utility payments' is displayed in a standard black font. A small downward-pointing arrow is visible on the far right of the dropdown box.

- When complete, from the drop-down list on the top of the screen, click “Add and go to Cart”.

A screenshot of a web form element. It is a horizontal dropdown menu with a light blue border. The text 'Available Actions: Add and go to Cart' is displayed in a standard black font. A small downward-pointing arrow is visible on the far right of the dropdown box.

- If additional items are to be ordered from the same vendor, click “Add to Cart and Return”. This will provide the user with the option to add additional items to the cart.

A screenshot of a web form element. It is a horizontal dropdown menu with a light blue border. The text 'Available Actions: Add to Cart and Return' is displayed in a standard black font. A small downward-pointing arrow is visible on the far right of the dropdown box.

- User has now created a **Cart – Draft Requisition.**
- When finished shopping click “Save and Close”.
- Click on the shopping cart icon in the upper right-hand corner of the screen to access the draft cart.
- User will now be in the Main Screen of HokieMart.
- User will now be in the Cart – Draft Requisition.
- Complete the PR.

Direct Pay (example)

HokieMart will not deliver PO

The screenshot shows a web browser window with the URL <https://solutions.sciquest.com/?FavoriteProductId=393388&tmstmp=1388451912462>. The page title is "Direct Pay (HokieMart will not deliver PO)". The available actions are "Add and go to Cart".

Supplier Info

Supplier: National Association of Educational Procurement [more info...](#)
[select different supplier](#)

Fulfillment Address: Order Address 1: (preferred)
450 Wireless Rd
Hauppauge, NY 11788 US
[select different fulfillment center](#)

Supplier Phone: +1 (631) 273-2600

Distribution: The system will distribute purchase orders using the method(s) indicated below:
Fax: +1 (631) 952-3660

General Info

Non-Configurable Fields

General Info Instructions: Use this form for items obtained under the direct payment procedures. This includes: Utility Payments, Purchases from the US Post office, Licenses, and Animal Registration, purchases from other governmental agencies, etc. Detailed procedures can be found at this web site: [Direct Pay Procedures: Policy 3220](#)

Form Type: Direct Pay (HokieMart will not deliver PO)

Catalog No.: DP

Product Description: 2014 Annual Membership for the department
213 characters remaining [expand](#) | [clear](#)

Quantity: 1

Packaging (UOM): YR - Year

Estimated Price: 1,500.00

Configurable Fields

Payment Category: A16 - Membership and association dues

Total: 0.00

Direct Pay Tips

Memberships and Association Dues

Payment Category A16
Account Code 12210

Processing Payments to Other State Agencies

Payment Category A6
Account Code 12440

Payment to the U. S. Immigration and Naturalization Service

Payment Category A6
Account Code 12472

Purchasing Pitney Bowes Postage

Payment Category A2

Direct Pay New Supplier

A new supplier remittance address is not required for Direct Pay because these POs are not delivered to the supplier. Please select the default order address (**bolded address**).

University of Notre Dame	
Order Address 1: Interlibrary Loans Theodore Hesburgh Library Notre Dame, IN 46556 US	Select
Order Address 2: American Midland Naturalist Po Box 369 Notre Dame, IN 46556-5645 US	Select
Order Address 3: Use For Hokiemark Direct Pay Po's Notre Dame, IN 46556 US	Select

Direct Pay Questions

Questions concerning the use of Direct Pay Form and payment categories: Bettina Simerly at bbsimer@vt.edu, 540-231-8616

Subject: Direct Payment Procedures

1. Purpose

To speed the administrative processing of certain payment transactions and to reduce the number of forms needed to complete these transactions, the direct pay procedure may be followed.

2. Guidelines

Some payment transactions, due to the simplicity of their nature, can be processed in an expedited manner. Also, there is a group of purchases that does not require competition and/or are not subject to state or university purchasing regulations. Payment may be made directly to the supplier. It is the intent of the Office of the University Controller and the Procurement Department to maximize the use of this procedure to reduce administrative processing time and cost at all levels.

3. Procedures

Financial Transactions. The items listed below may be paid directly to the payee with a Direct Pay, Reimbursement Request, a Travel and Meal Expense Voucher, or a Revenue Refund Form. These items are financial transactions and are not subject to purchasing regulations. Invoices should be sent directly to the Controller’s Office (mail code 0312) for payment processing.

<u>Payment Type</u>	<u>Form</u>
Individual travel and Business Meals Reimbursement expenses	Travel and Meal Expense Voucher Reimbursement Request
Revenue refunds	Revenue Refund Form
Disability; Employee Suggestion Awards; Late Fees; Payroll Deductions; Property Rental; Scholarships, Fellowships, and Stipends; Research Project Participants (subjects); Treasury Board; and Unemployment compensation payments.	Direct Pay

Direct Pay Purchases. The following list of transactions can be enacted without competition and can be processed for payment in an expedited manner. Within the HokieMart, prepare a Direct Pay Form for all transactions conforming to the guidelines listed below, and enter the Payment Category Code using the item numbers below (i.e., A1 for utility payments, etc.). If the invoice was received at the Department, annotate the PO number and send the invoice to the Controller’s Office (mail code 0312) for payment processing.

eVA. Some transaction categories are required to be transmitted to the state’s e-procurement system (eVA) and some are exempt. Transaction categories are marked accordingly. Transactions that are required to flow to eVA should be enacted with eVA-registered suppliers if at all possible to avoid paying additional fees.

A. Items with no dollar value limitation

1. Utility payments (eVA exempt)
2. Purchases from the US Post Office (eVA exempt)
3. Licenses (Federal, state or local) excluding software licenses (eVA exempt)
4. Animal registrations (eVA transaction)
5. Payment to vendor for meals and lodging provided to invited guest, e.g. speaker or interviewee. Individual meals and lodging subject to current travel regulation limits. (eVA exempt)
6. Purchases from other governmental and public entities (Federal, State, local, town, city, state colleges and universities, authorities, public boards and state hospitals) (eVA exempt)
7. Livestock (domestic farm animals such as horses, sheep, pigs, chickens, cows, bulls, goats, etc.) (eVA transaction)
8. Credit card charges for gasoline and other emergency charges while in a transit status (eVA exempt)
9. Legal services, expert witness or other services associated with litigation or regulatory proceedings approved or obtained by the University Legal Counsel (eVA transaction)
10. Legal settlements approved by the University Legal Counsel (eVA transaction)
11. Lodging and/or meeting rooms in Hotels, Conference Centers, etc. excluding charges for additional services (see Item E4) for valuation limit and definition of additional services). (eVA exempt)
12. Employee moving and relocation expenses being paid to moving companies. Refer to University Procedure 20345: Moving and Relocation. (eVA transaction)
13. Group travel arrangements in foreign countries. May include cost of transportation, lodging, meals and special services. (eVA exempt)
14. Royalties/broadcast rights and film rentals from the producer or protected distributors (eVA transaction)
15. Payments made to private educational institutions for transactions not associated with a sponsored research sub award (eVA exempt)
16. Membership and Association dues including related assessments. Accreditation fees. (eVA exempt)
17. University participation in intercollegiate athletic tournaments and events including team travel, registration, and tournament fees (eVA exempt)
18. Referees, Officials and Umpires for intercollegiate athletic events (eVA exempt)
19. Honoraria, fees for performing artists, speakers, lecturers, musicians, writers, and artists. For honoraria payments over \$500, the faculty sponsor should submit a note of justification. No honoraria, speaker fees or other payments can be made under this provision to any Virginia Tech employee in any amount. (eVA exempt)

B. Items with a valuation limit of \$2,000

1. Reimbursements to university employees for goods or services purchased at personal expense for use by the university, not to exceed \$2,000 per reimbursement. Itemized receipts are required. Personal use items, gifts and entertainment are not eligible for reimbursement from state funds. Travel-related expenses (meals, car rental, lodging, etc.) should be reimbursed under travel procedures. (eVA exempt)
(Please note: this category has a different form (Reimbursement Request).

C. Items with a valuation limit of \$10,000

1. Freight bills/express shipping/common carriers/tariffs, import and export duties and customs brokerage fees. Refer all charges expected to exceed this amount to purchasing for competitive rate quotes. (eVA transaction)

D. Items with a valuation limit of \$12,500

1. Medical payments for student athletes injured while participating in an intercollegiate athletic activity. Total payments to a physician per injury per athlete shall not exceed \$12,500. (eVA exempt)

E. Items with a valuation limit of \$50,000

1. Conference fee/course fees/seminars/training sessions/tuition and other registration fees attended by university employees and students and guests. Total university payments to a trainer should not exceed \$50,000 per year under direct pay procedures. (eVA exempt)
2. Consulting and/or training services associated with academic or research programs including travel and living expenses (established University Travel Management Contract must be used where applicable). Total university payments to an individual consultant or consulting firm should not exceed \$50,000 per year under direct pay procedures. (eVA transaction)
3. Advertising for employment opportunities and other announcements (all media). (eVA exempt)
4. Additional services (meals, audio-visual equipment, etc.) associated with lodging and/or meeting rooms in Hotels, Conference Centers, etc. (eVA transaction)
5. Subscriptions, books, pre-printed materials, reprints, publishers page changes, book subscriptions, book subventions, subscription mailing list (printed or electronic), pre-recorded audio and video cassettes, conference proceedings, slide presentations, tapes, CDs and diskettes, when available only from the publisher or producer. (eVA transaction)
6. Alcohol purchased from ABC stores (eVA exempt)
7. Photographers (excluding graduation photographic services for which there is a university contract). (eVA transaction)
8. Academic testing services (eVA exempt)
9. Rental fees for exhibitions of historical artifacts and original works of art. Fees may include other associated charges such as transportation, freight, supplemental insurance, etc. (eVA exempt)
10. Group travel arrangements within the United States. May include cost of transportation, lodging, meals and special services. If lodging only is being obtained, use item A-11. If the group travel costs will be in excess of \$50,000 paid to the same vendor, Procurement will need to complete a Purchase Order. (eVA exempt)
Documentation. Even though university policy may not require the preparation of a purchase order for direct pay

Documentation. Even though university policy may not require the preparation of a purchase order for direct pay transactions, some suppliers may desire this documentation in confirmation of the university's intentions. The Procurement Department will prepare such documentation upon request and receipt of a Requisition for Purchase. More commonly, suppliers will seek to have the university employee sign some form of contract for the goods or services. University Policy 3015 details contract signature authority and requires that all vendor contract documents be reviewed by University Legal Counsel prior to signature.