

UCSC Direct Payment Form

Directions: Complete form, print, sign, and forward to Departmental / Divisional Office.

Students: Forward to your advisor.

Request Date: _____ Payment Amount: _____

Payee Name: _____

Remit Address _____

or Mail Stop _____

Social Security Number of Payee _____
Required if a tax reportable payment.

FAST Office Use Only:

Document Number :I _____

Vendor Number: @ _____ Need 204?

Payment Due Date: _____

AP Flag: **Yes** **No**

Post Audit By: _____

Sales Tax Journal _____

Requestor Name: _____

Dept / Div Name: _____

Phone: _____

Email: _____

If you are not a US Citizen or US Resident Alien, attach a copy of your Visa and I-94.

For non-reimbursement transactions: Is payee a University Employee or near-relative of a University Employee? Yes No

If yes, employee-vendor disclosure form must be approved before payment is processed. URL: purchasing.ucsc.edu/howto/employeevendorpolicy.html

Payments or Reimbursements to Individuals				1099 Report
Damage Payments	009435	A damage payment constitutes settlement of a claim by an employee based upon University negligence, and is not compensation for services rendered. Attach a copy of a Damage Payment Report & Damage Payment Release		Y
Fellowships/Scholarships	001080, 001040, 001380 (Foreign)	Monies awarded in support of higher education. Attach Student Scholarship & Fellowship Worksheet.		Y/N
Honoraria	001020, 001380 (Foreign)	Honoraria are paid to persons of scholarly or professional standing invited for a speaking engagement, workshop participation, or demonstration, generally in conjunction with an academic activity. UC employees must be paid through the payroll system.		Y
Participant Support	CG1180, CG1185, CG1190	Use with extramural funding only. Requires specific EMF budget line item. For expenses paid to or on behalf of a participant (non UCSC employee) sponsored by UCSC.		Y/N
Prizes/Awards	001020, 001380 (Foreign)	A prize is offered in a competition or a contest of chance. An award is made in recognition of scientific, educational, artistic, literary, or civic achievement. UC Employees must be paid through the payroll system		Y
Reimbursements	Specific to Item	Payment made to an individual for personal funds expended for non-inventorial tangible goods when a purchase order is unavailable or not accepted by the vendor. Original receipts must be attached.		N
Salary Advance	Index Code 112600	Forward form to Payroll Office		N
Subject Payments	Index Code 112160	Attach original research agreement documentation		N
UCSC Funded Activities	001140	Payment made to individuals for expenses incurred attending or supporting an event funded by UCSC (such as a conference, symposia, workshop, training, or on-going program activity). Payments to other entities need to be on PO's or travel forms. Cannot be charged to extramural funds.		Y

Payments to Vendors			
Donations & Contributions	001285	Money given to a public institution or charity with no reciprocity expected. Must be charged to unrestricted funds, and Sr. Officer approval required. May not be to a political entity or support a political purpose.	Y
Postage/Outbound Freight	Specific to Item	Include business reason for postage or freight charge.	N
Memberships	001200, 001210	University sponsored memberships must be directly related to the proposed member's University responsibilities. Obtain institutional rather than individual memberships to allow participation by several or alternate employees.	Y
Subscriptions	001205	Purchase of magazines and periodicals. Specify no. of times per year published. Explanation required.	Y
Other/Miscellaneous	Non-invoiced payments: refunds, monthly rental payments, uniform allowances. Not for travel, entertainment, or moving.		

Agreement Payments [All payments requiring a business contract also require a purchase order. For instructions, see Materiel Management website: http://matman.ucsc.edu/contracts/BUSCONMenu.htm](http://matman.ucsc.edu/contracts/BUSCONMenu.htm)

Explanation of Payment:

Required Signatures

Requestor Signature _____ Date _____

Tier 1: Authorization for funding: PI, Fund Manager, Advisor _____ Date _____

Tier 2: Funding Approval, Advisor _____ Date _____

Senior Officer Authorization (if required) _____ Date _____

Index	Fund	Organization	Account	Activity	Amount	Exceptions to Policy: Document the circumstances & need for the exception. Attach a copy of the request for an exception if additional space is needed. Business Office should provide guidance to payee regarding policy exceptions.
Total						

This payment is subject to post audit review by Financial Affairs

PRIVACY NOTICES

FEDERAL

Section 7(b) of the Privacy Act of 1974 (Public Law 93-5791) requires that any federal, state, or local governmental agency which requests an individual to disclose his social security account number shall inform that individual whether that disclosure is mandatory or voluntary, by which statutory or other authority such number is solicited, and what uses will be made of it.

The State of California requires that all parties entering into business transactions that may lead to payment (s) from the State must provide their Taxpayer Identification Number (TIN) as required by the State Revenue and Taxation Code, Section 18646 to facilitate tax compliance enforcement activities and to facilitate the preparation of Form 1099 and other information returns as required by the Internal Revenue Code, Section 6109. The TIN for individual and sole proprietorships is the Social Security Number (SSN).

STATE

The State of California Information Practices Act of 1977 (effective July 1, 1978) requires the University to provide the following information to individuals who are asked to supply information about themselves:

The principal purpose for requesting the information on this form is for payments of earnings and for facilitating tax compliance enforcement activities, including but not limited to withholding taxes.

Furnishing all information requested on this form is mandatory -- failure to provide such information will delay or may even prevent completion of the action for which the form is being filled out. Federal law requires that payments for which the requested information is not provided be subject to a 31% withholding and state law imposes noncompliance penalties of up to \$20,000. Information furnished on this form may be used by various University departments for the payment and reporting of earnings, and will be transmitted to the State and Federal governments as required by law.

Individuals have the right to review their own records in accordance with University personnel policies and collective bargaining agreements. Information on applicable policies and agreements can be obtained from campus, Laboratory, or Office of the President Staff and Academic Personnel Offices.

The officials responsible for maintaining the information contained on this form are Campus Service Center Managers and Campus Accounting Officers.