CSUMB Payment Matrix

Delegation of Authority is required for approvers of payment or requisitions		
Direct Pay	**Purchase Order (PO)Required**	**Procurement Card**
Requires approval on Invoice • Advertisements (p) • Attorney Fees • Books (not for re-sale) • Cash Transfer between Funds • Employee Reimbursements/ Travel • Postage • Refunds • Scholarships • Settlements • Subscriptions to publications (p) ***NOT*** software or software as a service • Taxes • Utilities *(Not wireless phones)* • Honoraria[1] • Athletics Referee and Game Worker Fees	**2-Way Matching** **(Receiving Not Required)** ***Requires approval on Invoice*** • Blanket Supply Orders • Construction • Consulting • Contracts – e.g. (Progress Pmt) • Installations • Maintenance Agreements • Repairs • Services • SaaS (Software as a Service) & other Cloud Computing[2] • Grants **3 – Way Matching** **(Receiving Required)** ***No approval is required on Invoice for 3-Way Matching*** • Goods Received by Receiving Department	***Requires Managerial Approval on Monthly Reconciliation*** • Office Supplies • Catering (With Approval from Events Management) • Memberships *Not software as a service.* • Conference Fees/Registration • Seminars (In-Person and Online) • Subscriptions (no automatic renewals) ***NOT*** *software as a service.* • Software/Hardware (with IT, ATI, & IT Security approvals) • Advertisements • CSU Branded Promo Items or Awards (With Approval from Communications)

(p) May be paid by procurement card

[1]An honorarium may be for speaking at or attending a conference, class or workshop (one-time). On-going engagements with instructors, researchers, etc. require a PO. Other than speaking, recipients should not be performing additional services for the CSUMB. Contact Business Support Services BSS (Procurement) if unsure a payment requires a PO or contract.

[2]Software as a service (SaaS) is a software licensing and delivery model in which software is licensed on a subscription basis and is centrally hosted. SaaS is typically accessed by users using a thin client via a web browser. The term "software as a service" (SaaS) is considered to be part of the nomenclature of cloud computing, along with infrastructure as a service (IaaS), platform as a service (PaaS), desktop as a service (DaaS), managed software as a service (MSaaS), mobile backend as a service (MBaaS), and information technology management as a service (ITMaaS)

Purchase Orders are required <u>in advance</u> of ordering goods or services in order to:
- protect the CSU and ensure risk is mitigated through indemnification and proper insurance endorsements
- ensure the CSU receives the best price for products and services
- ensure the CSU is utilizing CSU and State Master Contracts
- meet State mandated goals for Disabled Veteran Business Enterprise (DVBE), small business and recycled products requirements
- encumber funds
- track spend for spend analysis

Other Approvals:
Direct pay invoices as listed above that are greater than $25,000 require pre-approval by Procurement.

Printing & Duplicating Services/Promotional Items including **all** items with the **CSU logo** require pre-approval by the Communications Department.

Software and Software as a Service (SaaS) and/or Hardware purchases require pre-approval by Information Technology, for ATI, IT Security.

CSUMB Payment Matrix

All travel must be pre-authorized using the Request to Travel (RAT) Form.

Payment Works

All new vendors are required to complete a Payment Works Registration, which is available at https://csumb.edu/finance/business-and-support-services/ Registration must be complete in advance of entering into an agreement.

Payment for services performed within California by vendors (including corporations) that are non-California residents or are not registered with the California Secretary of State may be subject to California withholding. Contact Accounts Payable for additional information.

Vendors that are not USA residents may not be eligible to receive payment of any type. Pre-approval by Procurement is required prior to entering into an agreement. Approved payments may be subject to taxation and/or withholding.