

PROCEDURE - REQUEST FOR DIRECT PAYMENT (F.PR.02)

This form is to be used for payment of:

- Reimbursement to employee for authorized out-of-pocket expenses of up to \$100; original receipts are required.
- Payment to vendors for purchases of up to \$500; appropriate documentation (invoice, receiving verification is required).
- Travel advances, conference fee, hotel and airline costs, postage and other miscellaneous expenses. Proper supporting documentation is required including original approved Travel/Conference Approval & Expense Claim form F.PR.08.
- Invoices for Outside Service Agreements \$5,000 or Less and for Outside Service Agreements Greater than \$5,000.

Go <http://www.gcccharters.org/staff/requestForDirectPayment.pdf>.

1. Attach additional paperwork; invoices, receipts, form F.PR.05, etc to the completed form F.PR.02.

2. Submit all paperwork to Program Manager and/or Principal for approval.

If approved; principal will submit to GCC Clerk 1 and a copy will be keep at the site.

If denied; principal will return to employee with explanation.

3. GCC Clerk 1 review documents.

If approved; submit to Accounting Coordinator

If denied; return to principal with explanation and principal will notify employee.

4. Accounting Coordinator review documents for fiscal soundness.

If approved, GCC Clerk 1 submits to Purchasing.

If denied, Accounting Coordinator return to principal with explanation.