

Vendor Direct Payment Policy

This policy provides a list of acceptable transactions that may be processed as a direct payment to a vendor without an approved purchase order.

The University of Massachusetts Purchasing Policy ([Policy Doc. T92-031](#)) requires all purchases to be encumbered in advance.. The university utilizes purchase orders to encumber and ensure sufficient funds are available to meet obligations. There are limited transaction types that are not required to have purchase orders. All other requests for direct payments not listed below require advance approval of the department head and the controller.

Documentation provided for direct payments needs to clearly state the business purpose of the transaction and should be supported by invoices and other external documentation as necessary. The required authorization for processing a direct payment is indicated in the following table.

Transaction Type	Authorization
Employee Travel Reimbursements	See Travel Policy
Employee Non-Travel Reimbursements	Supervisor, see business expense policy
Foundation Account/Agency	Controller's Office
Memberships	Department Approval
Payments to Banks	Controller's Office
Postage/Freight	Department Approval
Prizes	See Business Expense Policy
Royalties	Department Approval
Student Support	Department Approval
REU,SPUR	Controller's Office/Grant Accountant
Subscriptions/Publications	Department Approval
Taxes, Fees or other payments to Government entities	Controller's Office
Collections and Write-offs	Controller's Office
Advertisements excluding employment	Department Approval
Arbitration/Settlements	Legal, Treasurer, limited Department
Related Entity Payments	Controller's Office
Human Subjects	IRB, Controller's Office
Donations made in lieu of flowers	Department Approval, , see business expense policy
VISA Application Fees	See Travel Policy
Administrative Process Exceptions	Controller's Office
Emergency Payments	Controller's Office
Refunds	Department Approval