

## PRE-APPROVED DIRECT PAY TRANSACTIONS

Revised: 01/01/12

The use of the Direct Pay process via screen FZADPEZ in Banner has been pre-approved for the following transactions types by the Chief Procurement Officer. Any other payment to be processed using the DPEZ form, that is not specifically covered by the items listed below, must be approved in advance by the Chief Procurement Officer.

| <b>PAYMENT TYPE</b>   | <b>PAYABLE TO EMPLOYEE ON DPEZ?</b>   | <b>PAYABLE TO STUDENT ON DPEZ</b>     | <b>PAYABLE TO INDIVIDUAL/COMPANY ON DPEZ?</b> |
|---|---------------------------------------|---------------------------------------|---|
| Agent Fees from redemption of University bonds  | NO                                    | NO                                    | YES   |
| Athletic Game Guarantees  | NO                                    | NO                                    | YES   |
| Athletic Officiating  | YES                                   | YES                                   | YES   |
| Books, Periodicals, Magazines from publisher  | NO                                    | NO                                    | YES   |
| Conference Registrations  | YES; as reimbursement                 | YES; as reimbursement                 | YES   |
| Consignment Sales   | NO                                    | NO                                    | YES   |
| Damages or Settlements approved by University Counsel   | YES                                   | YES                                   | YES   |
| Dues and Fees   | YES; as reimbursement                 | YES; as reimbursement                 | YES   |
| Goods   | YES; as reimbursement (\$1,000 limit) | YES; as reimbursement (\$1,000 limit) | NO  |
| Federal or State agency payments (taxes, etc.)  | NO                                    | NO                                    | YES; government entities only                 |
| Honoraria   | NO                                    | NO                                    | YES; individuals only                         |
| Monetary Awards   | NO                                    | YES                                   | YES   |
| Medical care provided outside UNM facilities for Employee Occupational Health Services, Carrie Tingley Hospital, and Athletics while on authorized athletic trips | NO                                    | NO                                    | NO  |
| Moving Expenses   | YES                                   | NO                                    | NO  |
| Participant Fees for research studies   | YES                                   | YES                                   | YES   |
| Refunds   | YES                                   | YES                                   | YES   |
| Royalties   | YES                                   | YES                                   | YES   |
| Travel Reimbursements   | YES                                   | YES                                   | YES   |