



Administrative Regulations

Number AR23-1
Issue 4

Subject: Request for Direct Payment.

I. PURPOSE:

The purpose of this regulation is to define and establish procedures for the processing of Direct Payments. The use of the Direct Payment process is not intended to circumvent the regulations of the City Charter or the authority of the Purchasing Agent for the regular purchase of materials, supplies, equipment and services.

II. SCOPE:

This regulation is applicable to all City departments and offices responsible directly to the City Manager. It is also requested that elective offices and other independent offices and departments comply with these procedures in the interest of administrative uniformity.

III. POLICY:

A. The Direct Payment process may be used for the following types of transactions:

- (1) Payment of damage claims, judgments, court costs, etc.
- (2) Purchase of real estate and easements authorized by contract.
- (3) Expense reimbursements for travel, meals, lodging, parking, automobile allowance; and other expenses incurred by an employee in the performance of his duties as authorized by Administrative Regulation 4-1.
- (4) Purchase of bonds, securities, cashier's checks and payment of brokerage and agency fees associated there- with. Repayment of tax anticipation loans and interest.
- (5) Payment of refunds.
- (6) Insurance premiums authorized by contract.
- (7) City's share of principal and interest costs on 1911 Street Improvement Act Bonds to bond holders
- (8) Jury Mileage fees deposited in the City Treasury.
- (9) Postage.
- (10) Replacement of counterfeit and stolen moneys.
- (11) Training, education, and registration fee where the expense is incurred in the name of a City employee.
- (12) Grant advances and cost reimbursement payments to subgrantees under contract with the City performing or providing functions specified in the applicable federal, state, county or other grant received by the City.
- (13) Payment for professional, artistic services and entertainers' fees as stated in Recreation Department Service Agreements and authorized by the Recreation Commission.
- (14) Imprest cash fund reimbursement in accordance with Administrative Regulation 23-4.
- (15) Change funds in accordance with Administrative Regulation 20-1.

B. The Request for Direct Payment will be prepared by the department requesting funds in accordance with procedures outlined in the Financial Management System-Accounting Manual.

C. All Direct Payments in conformance with Section 1.16 of the Personnel Ordinance requested by Councilmembers for their office shall be signed by the Councilmember. No further authorization is required.

D. Payments for professional services, community services, etc., shall also comply with Administrative Regulation 8-4, Selecting Professional Consultants.

E. The Direct Payment process may be used for payments for books, subscriptions, memberships, incidental advertising; and other transactions not requiring competitive bidding only when authorized by the Purchasing Agent or his designated deputy.