Business Process Flow

DV - Payment Reason Code C

Computer Srvs, etc.

**Disbursing**

<table>
<thead>
<tr>
<th>Business Unit(s)</th>
<th>Disbursing, Campus Departments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Short Description of Business Process</td>
<td>Reimbursing for computer services and associated payments using the DV with the payment reason code C – Computer Srvs, etc</td>
</tr>
<tr>
<td>Date</td>
<td>June 7, 2012</td>
</tr>
</tbody>
</table>
Disbursement Voucher for Payment Reason “C” - Computer Srvs, etc. (Reimbursement)

**Campus Department**
- Start of Process
- 1 Vendor Setup
- Disapproves and returns to Initiator
- DV is disapproved with action required indicated and routed back to Initiator
- Fiscal Officer Approval?
- Other Approvals?
- Routes for approvals

**Disbursing**
- DV in Compliance?
- DV is approved.
- DV is approved.
- Payment is extracted to PDP and check or ACH is issued
- Special Handling?
- Check?
- Delivered per Instructions?
- Check is sent to Vendor
- ACH is sent to Vendor
DV-Payment Reason Code C – Computer Srvs, etc.:

- Check to see if the vendor is set up in KFS, if not refer to the Vendor Create/Edit process to create a new vendor
- DV is initiated with Payment Reason Code “C” – Computer Srvs, etc for a vendor
  - Object Codes 7215, 7216, 7217
- Documentation is scanned and attach to the document
  - Documentation must not contain sensitive data
- DV is submitted
- DV routes for Fiscal Officer approval
- Fiscal Officer routes for additional approval(s)
- Disbursing reviews DV for proper documentation and business purpose, and ensures university policies are followed
- If the DV is in compliance it is approved
- Payment is sent to PDP for extraction (See PDP Process, Format Checks/ACH)
- If the payment is by check the check is distributed
- If the payment is by ACH the ACH is sent from the bank

Note: if the DV is disapproved at any of the route levels it is returned to the initiator