## Business Process Flow

**DV - Payment Reason Code D**

**Dues, Subscriptions**

### Disbursing

<table>
<thead>
<tr>
<th>Business Unit(s)</th>
<th>Disbursing, Campus Departments</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Short Description of Business Process</strong></td>
<td>Reimbursing for Dues and/or subscriptions using the DV with the payment reason code D – Dues, Subscriptions</td>
</tr>
<tr>
<td><strong>Date</strong></td>
<td>June 7, 2012</td>
</tr>
</tbody>
</table>
**DV-Payment Reason Code D – Dues, Subscriptions:**

- 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 “D” – Dues, Subscriptions
  - Object Codes 3500, 3501, 3507
- 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*