# Business Process Flow

**DV - Payment Reason Code G**  
**Supplies (Reimbursement)**  

**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>Reimbursement for supplies using the DV with the payment reason code G - Supplies</td>
</tr>
<tr>
<td><strong>Date</strong></td>
<td>June 7, 2012</td>
</tr>
</tbody>
</table>
**DV-Payment Reason Code G – Supplies (Reimbursement):**

- 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 “G” – Supplies
  - Object Codes 3000, 3005, 3010, 3015, 3018, 3020, 3025, 3028, 3030, 3035, 3040, 3041, 3042, 3045, 3048, 3050, 3055, 3060, 3100, 3105, 3110, 3120, 3200, 3201, 3208, 3300, 3305, 3310, 3400, 3401, 3403, 3405, 3407, 3408, 3411, 3422, 3424, 3470, 3471, 3472, 3473, 3478
- 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*