Business Process Flow

DV - Payment Reason Code K

Print, Advertise, Photocopy (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>Payments for printing, advertising and photocopying using the DV with the payment reason code K – Print, Advertise, Photocopy</td>
</tr>
<tr>
<td><strong>Date</strong></td>
<td>June 7, 2012</td>
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</tbody>
</table>
**DV-Payment Reason Code K – Print, Advertise, Photocopy (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 “K” – Print, Advertise, Photocopy
  - Object Codes 3900 – 4002, and 7220
- 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
- The DV coversheet is printed and sent to payroll
- 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*