Business Process Flow

DV - Payment Reason Code P

Freight, Postage, Telephone

**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>Payment for freight, postage and telephone expenses using the DV with the payment reason code P – Freight, Postage, Telephone</td>
</tr>
<tr>
<td>Date</td>
<td>June 7, 2012</td>
</tr>
</tbody>
</table>
DV-Payment Reason Code P – Freight, Postage, Telephone:

- 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 “P” – Freight, Postage, Telephone
  - Object Codes 3600, 3700, 3800 – 3870
- 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