**Direct Charge (DC):**

**Memberships:**

**Procedures:**
- The requester will complete membership form with note explaining the business need for membership, and obtain required approvals detailed below:
  - Membership fees < $1000: Signatures: Dept. Chair & Account Manager (AM)
  - Membership fees > $1000: Signatures: Dean (Michele Fulton) & AM
  - Memberships for Department Chairs, any dollar amount: Signatures: Dean & AM
- The requester will submit the approved membership form to Shared Services (SS) for processing
- The SS Supervisor will review and approve the DC document electronically in DaFIS
- Once a week, SS will return completed paperwork to the originating department for filing

**FedEx (Freight):**

**Procedures:**
- Vendors will send airbills and invoices directly to the department
- The AM will review the above and sign off on the invoice, noting the account they wish to use, and forward the invoice to SS for processing
- The SS Supervisor will review and approve the DC document electronically in DaFIS
- Once a week, SS will return completed paperwork to the originating department for filing

**Utilities:**

**Procedures:**
- Vendors will send invoices directly to the department
- AM will review the invoice for accuracy and sign off on the invoice, noting the account they wish to use, and forward the invoice to SS for processing
- SS will process the invoice for current charges only, unless the AM indicates otherwise
- The SS Supervisor will review and approve the DC document electronically in DaFIS
- Once a week, SS will return completed paperwork to the originating department for filing
**Direct Charge (DC) Continued:**

**Reimbursements:**

**Procedures:**
- Requester will complete the Request for Reimbursement Form, detailing the business need for the item(s) purchased
- Requester will attach the original receipt(s) of the item(s) for which they wish to be reimbursed
- If the original receipt(s) is/are lost, the Requester will complete the Declaration of Missing Receipt Form, obtain their supervisor’s signature, and attach the completed Form in lieu of the original receipt(s)
- The Primary Investigator (PI) and AM will review and sign off on the reimbursement request and forward the request to SS for processing
- The SS Supervisor will review and approve the DC document electronically in DaFIS
- Once a week, SS will return completed paperwork to the originating department for filing

**Honoraria:**

*An honorarium is a payment or an award granted to an individual in recognition of a special service or distinguished achievement for which custom or propriety forbids any fixed business price (e.g., hour rate) to be set.*

**Procedures:**
- The requester/department will complete the Request for Document Action—Honoraria form, **except** the bottom section of the form (SS will complete that section once the DC document has been processed)
- The requester/department will obtain the required approvals/forms detailed below:
  - Payments to UC Academic Personnel: Vice Provost—Academic Personnel & AM’s signatures
  - Payments to UC Staff: Associate Vice Chancellor—Human Resources & AM’s signature
  - Payments to non-University individuals who are US citizens: AM’s signature
  - Payments to non-University individuals who are non-US citizens: AM’s signature & completed and signed Certification of Academic Activity form & GLACIER form
- Payments to UC employees will be processed directly by Payroll and does not involve SS Purchasing
- For payments to non-UC employees, the requester/department will forward the above required documents with the account number they wish to use to SS for processing
- The SS Supervisor will review and approve the DC document electronically in DaFIS
- Once a week, SS will return the completed paperwork to the originating department for filing
**Direct Charge (DC) Continued:**

**Honoraria Continued:**

**Forms:**
- Request for Document Action—Honoraria:  
- Certification of Academic Activity:  
  (hard copy attached)
- GLACIER:  
  [https://www.online-tax.net/](https://www.online-tax.net/) (electronic submissions only)

**Notes:**
The University will not process any payments to individuals who do not have either a Social Security Number (SSN) or an Individual Taxpayer Identification Number (TIN). If an individual is a non-US citizen, it is their responsibility to obtain a TIN from the IRS by completing the W-7 form (http://www.irs.gov/pub/irs-pdf/fw7.pdf). Due to the lengthy approval process for the W-7 form, it is advised that the individual submit the form to the IRS well in advance of their visit to US.