

CSUSM UARSC THE FOUNDATION UCORP ASI
ACCOUNTS PAYABLE DIRECT PAY FORM

DATE: 1/9/2019

NOTE: This form is to be used for

- employee reimbursements other than employee travel
- purchases not requiring a purchase order, service agreement, or contract
- transactions not eligible for ProCard

This form may not be needed if all information is contained on an invoice. (See Guidelines on Page 1 for details.)

- Please see Page 1 for Direct Pay Guidelines prior to completing this form.
- Please use ProCard for appropriate items.
- Attach original receipts /documentation. (Please include additional copy of back-up to be sent with the check to vendor if appropriate)
- Unapproved, non-qualifying, or incomplete requests will be returned unprocessed to the originating requestor.
- Submit Direct Pay Form to Accounts Payable in Craven 4600. For projects that begin with 85xxx, please submit to Sponsored Projects UARSC. Please allow 10 working days to receive payment from the date Accounts Payable receives the direct pay form/invoice.

PAYEE:	Mike Schroder
Remittance Address: (Required) Not our Organization address	[REDACTED]

PAYMENT : Please enter letter of Qualifying Item (QI) from Direct Pay Guidelines in box below

QI Letter: E	Description and purpose/how it benefits the mission of the Organization: 12-11-18 dinner mtgg with Mike Schroder Bob Benson to discuss CoBA and contracts. 12-14-18 lunch mtgg with Mike Schrdoer and Aaron Adams to discuss Temecula space. 12-18-18 Lunch mtgg with Mike Schroder and Matt Rahn to discuss contract with CSUSM Corp
	If purchase is a commodity, the employee receiving the commodity must acknowledge that it is the Organization property and it will not leave the campus at any time without the prior approval of the appropriate person. Please have the employee sign below.
	Signature

If QI Letter "H", AP will review for appropriateness:

AUTHORIZATION

Funding Source:	Account	Fund	Dept ID	Class	Program	Project	Amount
	660820	92013	1330			7000	\$389.72
	660820	92013	1330			7000	\$40.68
	660820	92013	1330			7000	\$50.56

Requested By Printed Name:	Margarita Robles	Ext.:	8727
Approving Authority Printed Name:	Graham Oberem	Ext.:	480.96
Approving Authority Signature:		Date:	1/11/2019
Project Approving Authority Printed Name:	Tricia Henlon	Ext.:	4018
Project Approving Authority Signature:		Date:	1/9/19

Please use blue ink for signature (signature stamps not accepted)

UARSC/Foundation ONLY ADVANCE PAYMENT ACKNOWLEDGEMENT (to be signed by Payee if requesting an advance)

Upon receipt of advance payment in the above mentioned amount, I agree to clear/repay the advance payment within 30 days. I will be held personally liable for any non-payment of the above amount. If I am a UARSC employee, I hereby authorize UARSC to deduct, from my final pay check, any balance owed and not paid back upon the termination of my employment.

Payee Signature _____ Date _____



\$389.72

12/11/18 Dinner Mtg w/ Bob Benson (VP Natural
Univ.)
to discuss COBA and international contracts
for MBA double degree options.

Vigilucci's Seafood Steakhouse
3878 Carlsbad Blvd.
Carlsbad 92008
(760)434-2580

Server: Mara
07:44 PM
Table 20/1

DOB: 12/11/2018
12/11/2018
3/30004

760-271-4529

SALE

AMEX
Card #XXXXXXXXXX [REDACTED]

4194315

Approval: 850783

Amount: \$379.72

+ Tip: 60.0

= Total: 389.72

Vigilucci's Seafood Steakhouse
3878 Carlsbad Blvd.
Carlsbad 92008
(760)434-2580

Server: Mara
Table 20/1
Guests: 1
12/11/2018
7:27 PM
30004

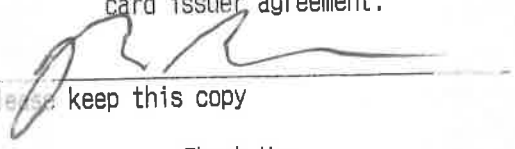
Tanqueray Martini 15.00
Otan Double 46.00
Antipasto Pesce 130.00
Choice Filet 49.00
150 Zinf Hartford 72.00
Espressotini 14.00

Subtotal 326.00
Tax 25.27

Total 351.27

Balance Due 351.27

I agree to pay the above total amount according to the card issuer agreement.

X 
Please keep this copy

Thank You
Come Again

Thanks! Come again.
(REPRINT)

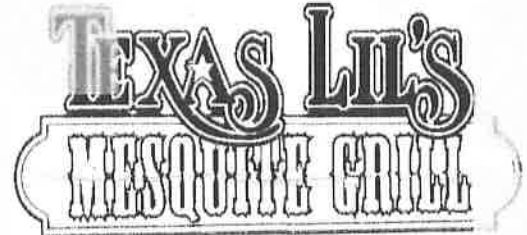
Thank You
Come Again

12/14/18

\$40.68

Lunch Mtg w/ Aaron Adams (Temecula City Mgr)
to discuss speed

Texas Lil's
Mesquite Grill
28495 Old Town Front St.
Temecula, California
Tel: (951) 699-5457
Check: 816891



Old Town Temecula

Texas Lil's
Mesquite Grill
28495 Old Town Front St.
Temecula, California
Tel: (951) 699-5457
Check #: 816891

Server: Tracy P Date: 12/14/2018
Table: 2 Time: 12:08

Server: Tracy P Date: 12/14/2018
Table: 2 Time: 12:07
Client: 1

VISA

SYNDER/MICHAEL
AUTH 05487D ONLINE
MERCHANT# 9999

SUBTOTAL \$ 33.68

TIP \$ 7.00

TOTAL \$ 40.68

1 Buffalo Wings 13.99
1 Shrimp Tacos 12.99
1 Iced Tea 2.99

SUB-TOTAL: 30.97
TAX: 2.71

TOTAL: 33.68

** CUSTOMER COPY **

Instagram-share your story...get reward
Karaoke Fri & Sat 9 PM
* Kids Happy Hour M-F 3-6*
* x X Happy Hour Xx *
Mon - Friday 11-6 Drinks!
Fri 3-6 \$5 Appetizers
Buy \$100 Gift Card Receive \$20 Free
Buy \$50 Gift Card Receive \$10 Free
Cannot be used day of purchase see
manager for details - Super Deal
Frequent Buyer Card - \$20 Savings
Happy Hour Daily 11am-4pm

Instagram-share your story...get reward
Karaoke Fri & Sat 9 PM
* Kids Happy Hour M-F 3-6*
* x X Happy Hour Xx *
Mon - Friday 11-6 Drinks!
Fri 3-6 \$5 Appetizers
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Buy \$50 Gift Card Receive \$10 Free
Cannot be used day of purchase see
manager for details - Super Deal
Frequent Buyer Card - \$20 Savings
Happy Hour Daily 11am-4pm

\$50.56

12/18/18 Lunch Meeting with Matt Bahr
to discuss contracts with CSUM Corp.

Matt Bahr
Mike Schroder

UMAMI JAPANESE RESTAURAN
51 NORTH CITY DR SUITE, STE 122
SAN MARCOS, CA 92096
7605607414

ORDER: * T 09
Dine In

Cashier: Jasmine
18 Dec-2018 12:20:39P

Transaction 104470

1 C.S.U \$13.50
1 SPICY CRUNCH \$12.50
1 NINJA \$13.50

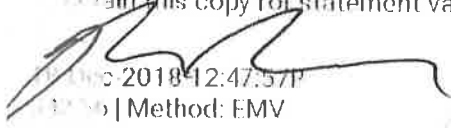
Subtotal \$39.50
Tax \$3.06

Total \$42.56

CREDIT CARD AUTH \$42.56
AMEX 1001

Tip 8.00
Total 50.56

Retain this copy for statement validation



18 Dec-2018 12:47:57P

Method: EMV

AMERICAN EXPRESS XXXXXXXXXXXX [REDACTED]

MICHAEL S SCHRODER

Net #: 835200553261 | Auth #: 815823

Card: *****8883

Auth: 000000025010801

AuthWkNm: AMEX

SIGNATURE VERIFIED

Order: 12/18/18 12:20:39P

UMAMI JAPANESE RESTAURAN
251 NORTH CITY DR SUITE, STE 122
SAN MARCOS, CA 92096
7605607414

ORDER: * T 09
Dine In

Cashier: Jasmine
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