

## TITLE I - FINANCES AND ACCOUNTING

### SECTION 200 - CLAIMS AGAINST THE COUNTY (DIRECT CLAIMS)

#### A. PURPOSE

The purpose of this policy is to provide entities with requirements for completing a direct claim (i.e., a payment that is not extracted from a contract or purchase order).

#### B. REQUIREMENTS FOR COMPLETED DIRECT CLAIM

Direct claims are used for those items that are not processed through the Purchasing Department, contractual obligations, petty cash, or benefit reimbursement. Examples would be airfare, subscriptions, books, utilities, advance hotel and motel bills, class or conference registrations and liability settlements, although CALCARD may also be used as a method of payment. Refer to County Code Section 2.37 and County Policies and Procedures, Title III, Section 100, Chapter 9 CALCARD Program for further detail. Refer to Accounts Payable End User Guide or included on the Finance Enterprise Portal on the Auditor-Controller Intranet, or Travel Claiming Procedures included on the Auditor Forms, Instructions & Procedures Portal on the Auditor-Controller Intranet for detailed step by step instructions accompanied by screenshots.

Direct claims must be accompanied by an original invoice unless ordering a subscription or other goods. When ordering subscriptions or goods, TWO copies of the order form must accompany the claim; one to support the payment in lieu of an invoice and one to be sent to the vendor with warrant. Scan all receipts and attach them to your claim by using the attachment tab.

#### C. RELATED POLICIES & PROCEDURES

- Purchasing Policy – <https://sccintranet.co.santa-cruz.ca.us/Portals/0/PolandProc/ProceduresManual/PM3100.pdf?ver=2022>
- Finance Enterprise Accounts Payable End User Guide – <https://sccintranet.co.santa-cruz.ca.us/Departments/Auditor-Controller/Finance-Enterprise-Information>
- Auditor-Controller Travel Claiming Procedures – <https://sccintranet.co.santa-cruz.ca.us/Portals/0/aud/TRAVEL%20CLAIM%20INSTRUCTIONS-5-11-2022.pdf>

#### D. HISTORY

Date	Changes Made
6/13/2023	Policy Updated