



| |
|---------------------|
| AP USE ONLY: |
| Voucher #: |
| Check #: |
| Check Date: |

Direct Payment Request

1. Vendor (Make Check Payable To)

Vendor Name _____
 Address _____
 City, State, Zip Code _____
 Supplier # _____ or 204 submitted to Vendor Coordinator

2. Invoice

Amount _____
 Invoice # _____
 Invoice Date _____

Type of Direct Pay Transaction (*Must Check One*)
 Allowable Transaction
 Pre-Approved Transaction - *Attach evidence of pre-approval*
 Post Transaction Request - *Add. Approvals required. See Sec. 5*

Description of Transaction

3. Chart Field

If invoice total is to be charged to one chart field string, please complete this segment:

| | | | | | |
|---------|------|---------|---------|---------|-------|
| | | | | | |
| Account | Fund | Dept ID | Project | Program | Class |

For multiple chart field strings, leave above segment blank. Fill out Multiple Chart Field Strings Form on Pg. 2.

Total from Multiple Chart Field Strings Form _____

4. Department Approval

| | | |
|------------------------|------------------|------------|
| Department _____ | Extension _____ | Date _____ |
| Requestor's Name _____ | Approver's _____ | |
| Approver's Name _____ | Signature _____ | |
| ORSP | Approver's _____ | |
| Approver's Name _____ | Signature _____ | |

5. Post Transaction Request

Justification for Exception

Approved by _____ Signature _____
Vice President/Provost

Approved by _____ Signature _____
Director of Procurement

Approved by _____ Signature _____
Vice President & Chief Financial Officer, A&F

6. Disbursement

Mail check

Pick up check Contact Person _____ Extension _____

Attach invoice and all required documents to Direct Pay Request, forward to AP Inbox, ADM 358.

Multiple Chart Field Strings

| | Account | Fund | Dept ID | Project | Program | Class | Amount |
|--------------|---------|------|---------|---------|---------|-------|--------|
| 1 | | | | | | | |
| 2 | | | | | | | |
| 3 | | | | | | | |
| 4 | | | | | | | |
| 5 | | | | | | | |
| 6 | | | | | | | |
| 7 | | | | | | | |
| 8 | | | | | | | |
| 9 | | | | | | | |
| 10 | | | | | | | |
| Total | | | | | | | |

Total of this worksheet must equal to the total amount on section 2 on page 1

Checklist

Allowable Direct Payment Transactions (may not exceed \$5,000):

- According to the Direct Pay Practice Directive, examples of allowable transactions include:

| | | | | |
|--------------------|--------------------|----------------------------|-------------------|---------------------|
| Advertisement | Editing Fees* | Membership Fees | Registration Fees | Transcription Fees* |
| Accreditation Fees | Insurance Premiums | Publications | Rent / Utilities | |
| Books | Medical Exams | Postal and Mailing Charges | Subscriptions | |

* Vendors must work entirely off-site.

Pre-Approved Transactions:

- Pre-approval may be used for transactions that are defined as prohibited or exceeding \$5,000, which include:

| | |
|--|---|
| Payment for non-allowable services of any type, regardless of where the services are performed | Rental of any type including but not limited to tools, equipment, off campus space, buses and transportation vehicles |
| Direct payment of legal settlements | Payments to entities outside of the United States |

Post Transaction Direct Payment Requests:

- Any prohibited transactions that have not been pre-approved will be rejected, leaving the initiator personally liable for the expense until processing of the expenditure has been authorized by the Vice President of Initiator, Director of Procurement, and the Vice President of Administration and Finance.

What is Required?

| Allowable Transactions | Pre-Approved Transactions | Post Transaction Requests |
|--|--|--|
| 1. Completed DPR Form | 1. Completed DPR Form | 1. Completed DPR Form |
| 2. <u>One</u> authorized signatory approval (departmental) | 2. Evidence of Pre-approval | 2. Justification for Exception |
| 3. Invoice or Original Receipt | 3. <u>One</u> authorized signatory approval (departmental) | 3. <u>Four</u> authorized signatory approval (see above) |
| 4. Add. Supporting Documents | 4. Invoice or Original Receipt | 4. Invoice or Original Receipt |
| | 5. Add. Supporting Documents | 5. Add. Supporting Documents |