



## REQUEST FOR DIRECT PAYMENT

**USE OF THIS FORM IS LIMITED to payments outlined below.** Most items should be procured utilizing a System or university contract. Please attach appropriate documentation (receipt, membership form, invoice, etc.) along with any related backup information and submit to your **Accounts Payable Department**. Note that the direct pay form, along with the invoice, should not be sent to the A/P office until the goods and/or services have been received.

Requestor Name:  Date Prepared:

Requestor Department:

**Payee Information**

Supplier Name:   
 Check if employee

Accounts Payable Vendor Number:

Supplier Address:

**Payment Information**

Expense Justification:	
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Amount:	\$
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**Accounting Information:**

Fund Center:		Commitment Item (CI):	
Fund Res (FR) #:		FR Line #:	

<b>Special Instructions:</b>	
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**University Approval**

I authorize payment and certify this expense is accurate and was incurred for appropriate university purposes.

Supervisor (print name)
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Signature:	Date:
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Additional Signature: (Note – if grant related, must be approved by Grant Accountant, AAB 351)	Date:
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Fin & Bus Services  
 CI Verification  
 Initials: \_\_\_\_\_

## Instructions for Request Form

1. This form should be used to request reimbursement or payment for the following items:
  - Professional membership dues and subscriptions regardless of dollar amount (unless allowable via a Pcard purchase). The membership/subscription order or renewal form must be included with this form.
  - Legal fees, regardless of dollar amount (must follow ULC process for retaining legal services).
  - Goods, services, and supplies already received **up to \$5,000**
  - Athletic Officials (outside of Arbiter contract) regardless of dollar amount.
  - Student awards (student research, etc.) and student musicians who are non-payroll, regardless of dollar amount.
  - Bulk mailing requests.
  - Tuition waiver payments to other PASSHE universities (*for Bursar use only*).
  - Stipend payments to research subjects and students on campus under grant programs.
  - Payments to return unexpended grant funds to awarding agencies (*grant accounting only*).
  - Reimbursements from grant funds to outside vendors as per the terms of the grant agreement (*grant accounting only*).
  - Miscellaneous refunds (i.e., camps, etc.).
  - Non-travel related funding for approved student organizations.
2. Supporting documentation must be included (i.e., invoice with signature/date approval).

3. This form should not be used for:

Proper Method:

a. Travel reimbursements	Travel expense report
b. Off-campus business meals	Food Justification Form
c. Mileage reimbursement for speakers/candidates	Travel expense report
d. Other (university to add as needed – IT purchases, etc.)	Delete row if not needed
e. Other (university to add as needed – IT purchases, etc.)	Delete row if not needed

4. Proper authorization (signatures) must be obtained; the requester of the form cannot be the approver.
5. Contact your Accounts Payable Department with any questions concerning this form.