

REQUEST FOR DIRECT PAYMENT

Instructions for Direct Payment Request Form

1. Purchase(s) must comply with PASSHE Public Funds Policy.
2. This form should only be used for Non-PO invoices. Any invoice(s) related to a Purchase Order should be sent directly to Accounts Payable for processing against that PO.
3. This form should be used to request reimbursement or payment for the following items:
 - Goods and supplies already received up to \$5,000 and cannot be paid via a Purchasing Card.
 - Advertising already received up to \$5,000 and cannot be paid via a Purchasing Card.
 - Honorariums/Speakers Fees already received up to \$5,000 and cannot be paid via a Purchasing Card.
 - Athletic Officials (outside of Arbiter contract) regardless of dollar amount.
 - Bulk mailing requests outside of the mailroom postage chargeback process.
 - Tuition waiver payments to other PASSHE universities (*for Bursar use only*).
 - 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 purchases must be compliant with Uniform Guidance as applicable (*grant accounting only*).
 - Miscellaneous refunds that cannot be refunded to the original form of payment (i.e., camps, conferences, tickets, etc.).
 - Non-travel related reimbursements (receipts required).
4. Proper approvers must be entered by the requestor and the requestor cannot be the approver. A Cabinet member must approve any submission exceeding \$1,000. If the approvers are not correct the form will be declined by Accounts Payable.
5. Please work with your Chairperson/Supervisor and Dean/Director Administrative Assistants. If they require their review prior to the form going to the Chairperson/Supervisor and Dean/Director for signature, make sure you check the box yes and input the Administrative Assistants name.
6. Supporting documentation must be attached to the electronic form (i.e. vendor invoice, completed IRS W-9 form, receipts, etc). Failure to include these documents will result in processing delays.
7. If this purchase is related to a grant, the grant box should be checked so that the purchase is reviewed by the Grant Accountant. If this is not done the form will be declined.
8. If this purchase is related to athletics, the athletics box should be checked so that the purchase is reviewed by the Athletics Accountant and Business Analyst. If this is not done, the form will be declined.
9. Any submission exceeding \$5,000 will be reviewed automatically by the Controller as SourcePoint should be the primary procurement tool.

10. This form should not be used for:

Proper Method:

a. Travel reimbursements	Travel expense report
b. Off-campus business meals	Travel expense report
c. Food Purchases	Caterer Should Be Used if Possible
d. Services or consultants	Purchase request

11. When this form is processed by Accounts Payable, the requestor and approvers will receive an automated email.