

## REQUEST FOR DIRECT PAYMENT

**USE OF THIS FORM IS LIMITED to payments outlined in the instructions.** Most items should be procured through a purchase request **prior** to the good or service being provided. Please see the attached instructions.

Requestor Name:  Date Prepared:

Requestor Department:

### Payee Information

Supplier Name:

☐ Check if employee

Accounts Payable Vendor Number:

Supplier Address:

### Payment Information

The university must comply with all applicable laws including the Commonwealth's Procurement Code, Act 57 of 1998, Title 62 § 543(a), which states "irrespective of the type of contract, no contract shall be effective until executed by all necessary Commonwealth officials as provided by law." If you have violated this referenced act, please provide justification below and obtain the additional approval for this unauthorized activity.

Expense Justification:

Amount:

### Accounting Information:

Fund Center:

GL Account:

Fund:

Fund Reservation (FR) #:

Funds Reservation Line #:

### Special Instructions:

### University Approval

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

Supervisor/Chairperson (Print Name):

Signature:

Date:

Dean/Director (Print Name):

Signature:

Date:

Cabinet Member (Only if Exceeding \$1,000) (Print Name):

Signature:

Date:

## **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. Supporting documentation must be included (i.e., invoice with signature/date approval, completed IRS W-9 form, receipts, etc). Failure to include these documents will result in processing delays.
5. This form should not be used for: Proper Method:

a. Travel reimbursements	Travel expense report
b. Off-campus business meals	Travel expense report
c. Mileage reimbursement for speakers/candidates	Travel expense report
d. Food purchases	Purchase request or purchasing card
e. Services or consultants	Purchase request
6. Proper authorizations (signatures) must be obtained by the requestor and can be electronic signatures or email approvals. The requestor cannot be the approver. Cabinet Member approval is only required for purchases exceeding \$1,000.
7. Send this form and supporting documentation electronically to [accountspayable@sru.edu](mailto:accountspayable@sru.edu) for processing. Payment can take up to 30 days once all documents are received by Accounts Payable.