



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, quote, invoice, etc.) along with any related backup information and submit to your **Accounts Payable Department**.

Requestor Name: Date Prepared:

Requestor Department:

Payee Information

Supplier Name:

Check if employee

Supplier Address:

Payment Information

Expense Justification:	
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Amount: \$

Accounting Information (required):

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

Special Instructions:	
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University Approval

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

Supervisor (director, dept chair, manager, etc.; *print name*)

Supervisor Signature:	Date:
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A&F VP (required for direct payments greater than \$5,000.00) Signature:	Date:
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Instructions for Request Form

1. This form should be used to request payment for the following items, up to \$5,000:
 - Professional membership dues and subscriptions. The membership/subscription order or renewal form must be included with this form. (Reminder: SPC’s may be needed over \$5,000 and sole source approval is needed over bid threshold).
 - 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 Refquest 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. This form should be used to request reimbursement (documentation/itemized receipt required). Please note that the following items are still to be excluded from reimbursement:
 - Meals
 - Travel Reimbursements
 - Gift Cards
 - Items w/ SU Logo or Trademark
 - Items not used for the normal conduct of official SU Business
 - Services
 - Postage
 - PA Sales Tax
 - Computer Hardware & Software
 - Alcoholic Beverages
 - Personal Items
 - Printing & Duplication

3. Supporting documentation must be included (i.e., receipt or invoice with signature/date approval).

4. Proper authorization (signatures) must be obtained; the requester of the form cannot be the approver.

5. This form should not be used for: Proper Method:

a. Travel and meal reimbursements	Travel expense report
b. Off-campus business meals	Travel expense report
c. Mileage reimbursement for speakers/candidates	Travel expense report
d. IT-related purchases	SourcePoint purchase requisition

6. Contact your Accounts Payable Department with any questions concerning this form.