

| AP USE ONLY | AP USE ONLY |
|-------------|-------------|
| VENDOR #:   | VOUCHER #:  |



## DIRECT PAY FORM

Accounting Services  
310-243-3807

**THIS FORM MAY ONLY BE USED FOR THE CATEGORY OF ITEMS LISTED IN THE FOLLOWING DROP-DOWN MENU.  
NOTE: SERVICES ARE NOT ALLOWED ON THIS FORM (PLEASE CREATE A REQUISITION).**

**Category:**

Check appropriate boxes (NOTE: **LIMIT 1 INVOICE PER FORM**)

**Type of payment:**

|   |  |
|---|--|
| <input type="checkbox"/> Vendor Payment         | <input type="checkbox"/> Student Payment (Requires A/P pre-approval) |
| <input type="checkbox"/> Employee Reimbursement | <input type="checkbox"/> Non-Employee Reimbursement                  |

|              |                          |
|--------------|--------------------------|
| <b>Date:</b> | <b>Amount Requested:</b> |
|--------------|--------------------------|

**Payee name:**

**Payment address - required for employee reimbursements only OR [enroll in Direct Deposit](#)**

**Purchase justification:** (Please import all backup to this PDF - receipts, invoices, membership forms, Hospitality, etc.- and submit 1 complete PDF file)

**PeopleSoft Chartfields to be charged:**

| ACCOUNT | FUND | DEPT ID | PROGRAM | CLASS | PROJECT | AMOUNT |
|---------|------|---------|---------|-------|---------|--------|
|         |      |         |         |       |         |        |
|         |      |         |         |       |         |        |
|         |      |         |         |       |         |        |

I certify that the above information is true and correct and that payments for these items have not previously been received or sent.  
**Requester: Add invoice/backup documents to this PDF before routing for approval (see guide). The final submission should be 1 PDF.**

|                             |                 |                         |              |
|-----------------------------|-----------------|-------------------------|--------------|
| <b>Requested by: (Name)</b> | <b>Phone #:</b> | <b>Department Name:</b> | <b>Date:</b> |
| <b>Approved by‡:</b>        | <b>Title:</b>   | <b>Signature:</b>       | <b>Date:</b> |



‡ Must have signature authority on chartfields listed

**SUBMIT VIA [SUBMISSION PORTAL](#)**

# Direct Pay FAQs

## What if there isn't an appropriate category for the payment I'm requesting?

If there is not a category for your purchase, it is not allowed to be paid via a Direct Pay form. Please contact Procurement to discuss your options, extension 3799. *Note:* employee reimbursements are discouraged. It is preferred that campus p-cards be used for eligible purchases (see [Procurement Card Policy](#)).

## What type of support/substantiation must I include with my Direct Pay form?

All Direct Pay forms submitted must be accompanied by an invoice or receipt that itemizes each item purchased. Additionally, reimbursements must include proof of payment.

## Will Accounts Payable accept an account statement to substantiate a payment request?

No. An invoice that itemizes the goods or services being paid is required. A statement is not an acceptable form of substantiation.

## Will Accounts Payable accept a credit card charge slip to substantiate a reimbursement request?

No. A receipt that itemizes the goods or services being reimbursed is required. However; if an itemized receipt cannot be obtained from the vendor, please provide an explanation in the "purchase justification" section and your request will be reviewed.

## Signatures

The Direct Pay form must have the signature of an approver with chartfield authority.

## Why is the vendor not paid with "due now" terms on the Direct Pay Form?

All payments for goods and services are paid Net30 per policy. Reimbursements to employees are paid due now, as are subscriptions/registrations.

## Can I have the check sent to my department or can I pick it up?

No. All checks must be sent directly to the vendors. If you need to FedEx the check, send documents with the check, or request any other exception, please complete a [Special Handling Request](#) and your request will be reviewed.

## Are services allowed on the Direct Pay Form?

Services are not allowed on the Direct Pay form. Please submit a requisition.

## Do I have to complete my Direct Pay form electronically, or can I fill out a printed copy by hand?

In order to ensure that you are using the most current form, we require the form to be filled out electronically. Additionally, filling it out electronically will ensure that the form is legible. Submit to [Submission Portal](#).

## What can I do to prevent my Direct Pay form payment from being delayed?

- (1) Complete ALL fields, including "category" and "purchase justification."
- (2) If you do not see an appropriate category, do not submit it.
- (3) Include any additional backup documents.
- (4) Attach only 1 invoice per form.
- (5) Incorrect or incomplete Direct Pays will be mailed back to the requestor.
- (6) If this is the first time the University has made payment to the vendor, the vendor will need to submit a [Vendor Data Record \(STD. 204\)](#).

## Can I use the Direct Pay form for Hospitality related expenses?

Yes; however, we prefer Campus Dining be paid using campus p-card. Note: Approved [Hospitality Authorization form](#) must be included regardless of payment type.