



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 accountspayable@commonwealthu.edu. 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:

Amount: \$

Accounting Information:

Fund Center: Commitment Item (CI):

Fund Res (FR) #: FR Line #:

Special Instructions:

University Approval

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

Supervisor (print name)

Signature: Date:

Additional Signature: (Note – if grant related, must be approved by Grant Accountant, AAB 351) Date:

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

4. Proper authorization (signatures) must be obtained; the requester of the form cannot be the approver.
5. Contact accountspayable@commonwealthu.edu with any questions concerning this form.
6. Be sure to review the commitment item listing to select the most applicable option: chrome-extension: <https://www.commonwealthu.edu/documents/ci-gl-account-listing>