



### REQUEST FOR DIRECT PAYMENT

USE OF THIS FORM IS LIMITED to payments outlined on page 2. Most items should be procured utilizing a System or university contract. Attach documentation (receipt, quote, invoice, etc.) and related backup information and submit to the Accounts Payable Department by email to [ap-direct-payments@iup.edu](mailto:ap-direct-payments@iup.edu) or by mail to Accounts Payable B25, Clark Hall, 1090 South Drive, Indiana, PA 15705.

Requestor Name:	<input type="text"/>	Date Prepared:	<input type="text"/>
Requestor Department:	<input type="text"/>		

#### Payee Information

Supplier Name:	<input type="text"/>
<input type="checkbox"/> Check if employee	

Supplier Address:	<input type="text"/>
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#### Payment Information

Expense Justification:	<input type="text"/>
Amount:	<input type="text"/>

#### Accounting Information

Cost Center:	<input type="text"/>	Commitment Item (CI):	<input type="text"/>
Special Instructions:	<input type="text"/>		

#### University Approval

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

Under \$1,000 - Financial Manager/Grants (print name):	Signature:	Date:
\$1,000 to \$5,000 - Associate Dean or Director (print name):	Signature:	Date:
Over \$5,000 - Accountant (print name):	Signature:	Date:
Associate Vice President for Finance ( <i>for procurement violations</i> )	Signature:	Date:

#### Accounts Payable Review (for AP use only)

Accounts Payable Vendor Number:	W-9 Received (Yes / No)	Document #
AP Supervisor (print name):	Signature:	Date:

**Instructions for Request Form**

1. This form should be used to request reimbursement or payment for the following items:
  - Professional membership dues and subscriptions up to \$23,500.00 (unless allowable via a Pcard purchase. For more Pcard information, [click here.](#)) The membership/subscription order or renewal form must be included with this form.
  - Legal fees, regardless of dollar amount (must follow University Legal Council (ULC) process for retaining legal services).
  - For **vendors not** currently registered in SourcePoint: Goods, services that do not require a contract, and supplies already received (**which may require VP approval if a violation of the Procurement Code**); **up to \$5,000.**
  - Athletic Officials (outside of Arbiter contract) regardless of dollar amount.
  - Student musicians who are non-payroll, regardless of dollar amount.
  - Speaker Honorariums.
  - Advertising (*for Marcom, Facilities RFP Process, and Human Resources only*).
  - Bulk mailing requests.
  - 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*).
  - Employee reimbursements.
  - Conference registrations (if travel involved, use travel expense report).
  - Miscellaneous refunds (e.g., camps).
  - Non-travel related funding for approved student organizations.

2. Supporting documentation must be included (i.e., invoice, packing slip).

3. This form should not be used for:

Proper Method:

a. Travel reimbursements	<a href="#">Travel expense report</a>
b. Off-campus business meals while in travel status	<a href="#">Travel expense report</a>
c. Mileage reimbursement for speakers/candidates	<a href="#">Travel expense report</a>
d. Computer, technology, and software (unless a "boxed" software with prior IT approval) Purchases	Purchase Requisition
e. Office supplies that must be purchased through a SourcePoint vendor	Purchase Requisition
f. Prizes for students	Process through financial aid and apply to the student's account.
g. Multiple serial purchases to the same vendor to circumvent public bid requirements (\$21,300)	Purchase Requisition
h. Business meeting meal reimbursements	<a href="#">Business Meeting Meal Reimbursement Request</a>
i. Food purchases	<a href="#">Food/Refreshment Request Form</a>

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

5. Contact the Accounts Payable Department ([ap-direct-payments@iup.edu](mailto:ap-direct-payments@iup.edu)) with any questions concerning this form.