



**Idaho State  
University**  
Direct Pay Process

The Direct Pay Form can be used to pay the following approved expenditures. A direct pay form is not required, many of these expenditures can be paid on a university P-Card if accepted by the vendor or through a purchase order. Please contact Accounts Payable at 2511 with any questions on determining the proper method of payment.

### **Approved Expenditures**

1. One-time payment **under \$10,000.00** (total payment includes travel and other expenses) for **Services**.
2. Employee reimbursements, if cannot be done through Chrome River.
3. Participant Support Costs
4. Awards or Stipends to students
5. Accreditation, Memberships, and Organizational Dues
6. Subscription (excluding maintenance and software subscription)
7. Payment of Professional Licenses/Fees or permits (excluding software)
8. Refill of Postage Meter
9. Federal Express Charges
10. Refunds/Reimbursements
11. Insurance Premiums (excluding Athletics)
12. Employee Conference Registration within work location(no travel involved)
13. Donations and Contributions
14. Gift Cards (contact AP for guidance)
15. Recruitment/Interview Expenses
16. Game Officials- To be used by Intercollegiate Athletics only for payment to game officials.
17. Game Guarantees- To be used by Intercollegiate Athletics only.
18. Tournament Entry Fees
19. Reimbursement of travel expenses for independent contractors when only travel is involved. There is not an exchange of fees for service.
20. Any expenditure involving a Club Index (index must begin with a CLB)
21. Utilities

### **Instructions for completing a Direct Pay Form**

- Before creating a Direct Pay form check PaymentWorks or contact purchasing @ ext. 3923 to see if vendor exist in our system. If vendor does not exist send a vendor registration invitation through PaymentWorks.



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- When paying or reimbursing a student have student complete the Student Vendor Registration Form found on the AP website at: <https://www.isu.edu/financeadmin/forms/>.
- All Direct Pay Forms should be completed through the DocuSign link found on the AP website at <https://www.isu.edu/financeadmin/forms/>.
- The Direct Pay Form should be signed by the account director on the index being charged and the appropriate UBO or Grant Accountant (if applicable).
  - Complete payee and address
  - Indicate who is being paid: employee, student, or other.
  - Employee reimbursements should be done through Chrome River, unless there is not an appropriate expense icon available.
  - If paying an individual who is from a foreign country, please check with Accounts Payable before submitting paperwork, other forms may be required.
  - Enter the Invoice date and number, if applicable.
  - Enter the index, account code and activity code. Activity codes are not required and only need to be entered if your department is using them.
  - Add a clear business purpose or reason for the payment in the box provided. Include any special instructions.
- Payments for Services must include an ISU Approved Contract. Approved contract templates can be found on General Counsel's website <https://www.isu.edu/ogc/pre-approved-forms--templates>. Contracts must be signed by an individual with ISU signature authority and the individual providing the service. A list of individuals with signature authority can be found on General Counsel's website <https://www.isu.edu/ogc/contracts--affiliation-agreements>.
- Receipts for travel are not required; travel expenses should be included as part of the total payment for services and included in the Services Agreement.
- Recruitment/Interview reimbursement must have receipts and a completed [Recruitment Reimbursement Request Form](#) attached.
- All other payments should have an invoice or supporting documentation from the department requesting payment.