

## **Direct Pay Form Process**

The Direct Pay Form can be used to pay approved expenditures which do not require a university purchase order and when the university P-Card is not accepted by the vendor. Departments should never use a Direct Pay Form in place of a purchase order, just because it is easier or because they have not followed proper procedures.

### **Approved Expenditures**

The Direct Pay Form can be used, but is not required, for the following types of payments. If a department wishes they can always use a purchase order or if policy allows a p-card.

1. Payment to Speakers, Entertainers and Artists where total payment is \$3000 or less.
2. Reimbursement to Employees for incidental expenses
3. Participant Support Costs
4. Awards or Stipends to students
5. Memberships and Organizational Dues
6. Subscription (except maintenance subscription)
7. Payment of Professional Licenses/Fees
8. One time payments for services \$500 or less.
9. Refill of Postage Meter
10. Federal Express Charges
11. Refunds
12. Insurance Premiums
13. Petty Cash/Change Fund Reimbursements
14. Employee Conference Registration within work location(no travel involved)
15. Moving Expenses
16. Pre-Payments and Deposits
17. Payment for Licenses or Permits
18. Donations and Contributions
19. Recruitment/Interview Expenses
20. Game Officials- To be used by Intercollegiate Athletics only for payment to game officials, not for rental of facilities or for payment to coaches.
21. Game Guarantees- To be used by Intercollegiate Athletics only.
22. Tournament Entry Fees
23. Reimbursement of travel expenses for non-employees when only travel is involved. There is not an exchange of fees for service.
24. Any expenditure involving a Club Index (index must begin with a CLB)

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

- Direct Pay Form should be completed and signed by the account director on the index being charged and the appropriate UBO.
  - Complete payee and address
  - Indicate who is being paid: faculty/staff, student, other and if the person is a nonresident alien.
  - 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 you have one.
  - Is a separate check required? If so, please indicate why.
  - Enter the appropriate index, account code and activity code. Activity codes are not required and only need to be entered if your department is using them.
  - Indicate type of payment
  - Attach any special instructions
- Payments to Speakers, Entertainers and Artists must include independent contractor form signed by the individual being paid. Payments requested that are between \$1000 and \$3000 must have a copy of the signed contract or invoice attached. Receipts for travel are not required; ISU reimburses travel expenses as part of their fee.
- Reimbursements must have original receipts and either the Business Meal Reimbursement Form or Reimbursement Request Form attached depending on the type of reimbursement.
- Recruitment/Interview reimbursement must have original receipts and a completed Recruitment Reimbursement Request Form attached.
- All others payments should have an invoice or supporting documentation from the department requesting payment.
- All Direct Pay Forms should have a W9 attached, or the department should check with Accounts Payable to determine if one is on file.