

Direct Pay Procedures

Please type or print information clearly

The items listed below do not require a purchase request and can be paid by following the direct pay invoice instructions attached. If a blanket order already exists for the purchase of these items, continue to use the blanket order procedure.

Item Description	Account Number
Abstracts	5471
Printing and reproduction	5474
Subscriptions	5475
Dues/memberships	5476
Books	5477
Postage	5731
Library services	5781
Translation services	5790
Permit fees	5790
License fees (not software)	5790

Other items/services can be reviewed for direct pay on a case-by-case basis.

Procedure for Payment of Direct Pay Invoice

Requester/Program Area Procedure

- Mark/approve invoice with the following information

Authorized for Approval to Pay

1. First Name	2. Last Name	3. E-mail Address
4. Signature		5. Date

Requester Information

6. First Name	7. Last Name	8. Center Number	9. E-mail Address
10. Signature			11. Date

- After approval, forward the invoice to Accounts Payable, Building 458

Accounts Payable Procedure

- Invoice is reviewed in accordance with procedures and contract allow-ability
- Based on the invoice and documentation received, Accounts Payable determines if the payment will be made by credit card or check. Vendors who accept credit cards will be paid by this method.
 - Credit card payments –
 - Processed by Accounts Payable’s credit card
 - Charged to the program center number provided on the invoice
 - Check payments –
 - Vendors will be set up by Accounts Payable if necessary
 - Payment will be made based on the invoice due date
 - If no due date is listed, the vendor will be paid on the next weekly check run
 - Program center number provided on the invoice will be charged

Direct Pay Procedures – Instructions

1. First name of the person authorized for approval to pay
2. Last name of the person authorized for approval to pay
3. E-mail address of the person authorized for approval to pay
4. Signature of the person authorized for approval to pay
5. Date that the person authorized for approval to pay signed the form
6. First name of the person requesting payment
7. Last name of the person requesting payment
8. Center number to be charged
9. E-mail address of the person requesting payment
10. Signature of the person requesting payment
11. Date that the person requesting payment signed the form