# MILLERSVILLE UNIVERSITY - REQUEST FOR DIRECT PAYMENT DP #

**USE OF THIS FORM IS LIMITED to payments outlined in the Direct Pay Guidance chart.** Direct payments are payments made to outside entities without the need for a formal purchase order or procurement sourcing event. These types of payments are typically made for one-off, non-recurring expenses. Direct payments are often categorized into distinct types based on the nature of the transaction. Attach an original receipt along with any related backup information and submit to the **Accounts Payable Department.** Reimbursements of \$50 or less are handled via Petty Cash. Please contact the Office of Student Accounts at 717-871-5101 or go to Room 246, Lyle Hall for assistance.

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Requestor Name:		Date Prepared:			
Requestor Department:					
nequestor bepartment.					
	Payee Information				
Cumplior Name					
Supplier Name: Check if employee					
Accounts Payable Vendor N	lumber:				
recounts rayable vendor iv					
Supplier Address:					
	Payment Information				
Expense Justification					
Amount:					
Accounting Information:					
Fund Center:	GL Account:				
Special Instructions:					
University Cost Center Approval					
I authorize payment and certify this expense is accurate and was incurred for appropriate university purposes.					
Financial Manager Name:					
Signature:		Date:			
VP (for After the Fact purcha	ases if required by your university)	Date:			
Signature:					

### **Instructions:**

- 1. This form should be used to request reimbursement or payment per the Direct Pay Guidance Chart.
- 2. Supporting documentation must be included (i.e., invoice with signature/date approval). Proper authorization (signatures) must be obtained; the requester of the form cannot be the approver
- 3. Exceptions that fall outside of the chart will be at the discretion of the Asst. VP Finance & Administration.

4. This form should not be used for:

#### Proper Method:

a.	Travel reimbursements	Travel expense report
b.	Off-campus business meals	Travel expense report
C.	Food purchases	Purchase request or purchasing card

Accounts Payable Review			
	Date:		
Signature:	Document #:		

## Pennsylvania State System of Higher Education

### **Direct Pay Guidance**

Direct pay payments are payments made to outside entities without the need for a formal purchase order or procurement sourcing event. These types of payments are typically made for one-off, non-recurring expenses. Direct payments are often categorized into distinct types based on the nature of the transaction. Below are predefined direct payment categories and some common examples. Refer to the After-the-Fact Payment guidance for detailed information on how these payments are handled.

Category	Description	Examples	Documentation Required for Payment	Exclusions	Other Notes
Non-Employee Payments	Payments to non-employee individuals for services or reimbursements without an agreement.	Payments to athletic officials, freelancers, speakers, guest lecturers, speaker fees, candidate interview reimbursements, student or non-employee travel reimbursements, co-op teacher stipends,	Invoice or Appropriate travel receipts, where applicable.	Below Bid Threshold Only. Direct payments in this category are intended to be below the then-effective bidding threshold. If any expense in this category is to exceed the bid threshold, it should be processed through procurement for competitive sourcing	
Utility Payments	Payments for ongoing operational needs to utility providers.	Monthly bills for electricity, water, gas, internet, and phone services		The State System has strategic sourcing contracts in place that competitively source utility supply, where available. State System Universities may direct pay all utility invoices for supply and distribution. However, they do not have the authority to select a supplier outside of the State System's strategic sourcing initiatives.	Aside from the approved energy utility contracts or participation agreements with utility providers, if a local utility, phone, or internet company requests a contract document be executed, they should be reviewed by University Legal counsel but remain as direct payments.
Membership Fees	Payments made for recurring memberships that provide access to professional organizations, or journals that benefit the organization.	Professional membership dues, journal subscriptions.			

Category	Description	Examples	Documentation Required for Payment	Exclusions	Other Notes
Government Entities	Payments made to government agencies for various regulatory requirements, licenses, permits, other official fees.	Business license fees, regulatory fees, insurance payments to DGS/FARM, postage.			GOVERNMENT ENTITIES: Section 4.6.9 of the Procurement Handbook, Agreements with Executive Commonwealth Agencies and intergovernmental cooperation. Agreements should be executed in accordance with this policy between the university and the respective agency with review by respective Legal Counsels. Payments are to be made via direct payment.
Colleges, Universities, Accreditation Entities	Payments made to non-profit educational institutions and accreditation organizations for services related to education and certification.	Accreditation fees, membership dues to educational consortia, affiliate reimbursements.		Does not include services, materials, or supplies purchased, as requested by a university. These should be processed as a procurement.	
Refunds	Payments made to return funds to students or other entities due to overpayments, cancellations, or unused funds.	Student refunds, scholarship refunds, returning unused grant funds.			
Grants, Subawards, Return of Grant Funds	Payments to grant awardees based on sub-awards and payments made to return funds to the grant agency.	Grant sub-award payments. Return funds to a grant agency.	Fully executed grant or subaward agreement, with appropriate legal approval for form and legality.	Does not include services, materials or supplies purchased in furtherance of a grant award. These should be processed as a procurement.	
Memorandum of Understanding (MOU) and Affiliation Agreements	Payments made under a MOU, or affiliation agreement, between the university and another entity.	Payments to partner institutions for collaborative projects and education opportunities, payments to external organizations for joint research	Fully executed MOU or affiliation agreement, with appropriate legal approval for form and legality.	Does not include the provision of any service, material or supplies by a partner institution or affiliated entity. These should be processed as a procurement.	In accordance with PASSHE's Procurement Handbook section 4.14 (Academic Services and Academic Affiliation Agreements), affiliation agreements are not

Category	Description	Examples initiatives, shared faculty/staff, shared courses, tuition waivers.	Documentation Required for Payment	Exclusions	Other Notes considered procurements; however, if an affiliate is providing an academic service, this transaction should be processed as a procurement.
Employee Travel	Payments made to employees to cover expenses incurred during business-related travel, other than those using SAP travel or a university-designated travel reimbursement form.	Reimbursement for airfare, hotel stays, meals, transportation, conference fees, and other travel-related expenses.	Appropriate travel receipts and business justification.		Travel reimbursements must comply with State System Travel Policy: <a href="https://www.passhe.edu/policies/documents/BOG_Policies/Policy%201986-07-A.pdf">https://www.passhe.edu/policies/documents/BOG_Policies/Policy%201986-07-A.pdf</a>
Legal Payments	Payments for obligations related to lawsuits.	Payments of legal settlements, verdicts, court fees, penalties, and use of outside legal counsel.	Fully executed settlement agreement or court order, with appropriate legal approval for form and legality.		In accordance with PASSHE's Procurement Handbook section 4.6.4 (Attorney Services), contracts for outside legal services must be secured through PASSHE's Office of Legal Counsel. Invoices for approved services should be processed via direct payment.
Additional Dining Services - Process in Accordance with Current University Procedures	Payments to dining services suppliers, for services other than student meal plans under the dining services contract.	Payment for catering services.	Payment must be made to the university's awarded dining services vendor, for services that are included within the scope of work of the university's dining services contract.		Although covered by a procurement contract, payments may be made by direct pay, rather than the issuance of a PR/PO if currently allowed by the university.