

**DIRECT PAYMENT REQUEST  
Millersville University**

See reverse side for instructions on use of this form.

Submit this form to the Accounting & Budget Office. Attach either an **original** invoice or **original** receipt. For memberships and subscriptions, attach the order or renewal form. **Do not input an on-line Requisition when using this form.**

Requester Name \_\_\_\_\_ Requester Department \_\_\_\_\_

Date Prepared \_\_\_\_\_

**Payee Information**

Reimburse Employee

Name \_\_\_\_\_

SAP EE Vendor # \_\_\_\_\_

*check will be mailed to campus address*

Pay Vendor

Vendor # \_\_\_\_\_

Vendor Name \_\_\_\_\_

Vendor Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

**Payment Information**

Description: \_\_\_\_\_

Amount: \$ \_\_\_\_\_

Accounting Information:

Cost Center /WBS/Internal Order \_\_\_\_\_

GL Account/Commitment item \_\_\_\_\_

**Approvals**

I authorize payment and certify that this expense was incurred for appropriate University purposes.

Person/Financial Manager \* \_\_\_\_\_ Date \_\_\_\_\_

Print Name\* \_\_\_\_\_

Other Approval (optional) \* \_\_\_\_\_ Date \_\_\_\_\_

\*Initials will not be accepted

## Instructions on Use of Direct Payment Request Form

This form should be used to request reimbursement or payment for the following items:

- Institutional membership dues or membership renewals (no dollar limit).
- Goods and supplies already received **up to \$500** when the following conditions apply:
  - the item is picked up by the department or mailed/shipped to the department, and the vendor invoice is sent to the department rather than Accounting.
- One-time repairs to equipment/one-time emergency repairs regardless of dollar amount if:
  - the item is not on a prepaid maintenance contract.
  - the department calls in the repair request to the vendor.
  - the repairs are made on campus, and
  - any necessary internal approvals are obtained.

If the item is on a prepaid maintenance contract, follow normal call-in procedures and do not use this form.

- Reimbursement for gasoline purchased for MU vehicles. Accounting Information does not need to be completed since it will not be charged to the department. Include date of trip in Description section.
- Athletic Officials (outside of Arbiter) regardless of dollar amount
- Student Awards (student research, etc.) and Student Musicians that are non-payroll regardless of dollar amount
- Disbursement from Agency Funds regardless of dollar amount.
- Exceptions that fall outside of those items listed above including a potential need to reimburse an employee will be at the discretion of the Director of Accounting & Budget, only with prior approval and signature of the Director of Accounting & Budget.

**DO NOT USE THIS FORM** for travel reimbursement, services, honoraria, consultants, or any other item other than those specified above. **DO NOT USE THIS FORM** for any item in excess of \$500 unless specified above. Employees are responsible for adhering to any additional internal departmental guidelines on use of this form and may be held personally liable for unauthorized or inappropriate commitments.

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.

Contact the Accounting and Budget Office in advance if you have any questions about the use of this form.