



## DIRECT PAY FORM

**Do not enter a requisition in Banner.** Send this form with appropriate approvals and back-up directly to Business Services. This form can **ONLY** be used for the following situations. Please check the item that applies to this request:

Teacher Honorariums	Student/Non-Employee Reimbursements
Change Funds/Petty Cash	Student Awards (Competitive Events)
SBIR Payments	USUAA Student Payments
Refunds ( <b>NOT</b> tuition and/or fees)	Payments for Class notes
UA Foundation	Other

**Name of Payee:** \_\_\_\_\_ **UA ID:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_  
 \_\_\_\_\_

**Description of payment:** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Fund	Org	Acct	Amount

**Departmental Approval:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Dir. of Admin Svcs Approval:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Grants & Contracts Approval, if applicable:** \_\_\_\_\_ **Date:** \_\_\_\_\_

MSC Accounts Payable Use: