



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 (NOT 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: