



## 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:


**Name of Payee:**

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

MSC Accounts Payable Use: