

# Northwest Missouri State University

## Policy and Procedures Manual

### Chapter Controller

### Section Direct Pay Voucher (DPV)

#### I. Purpose

The Direct Pay Voucher (DPV) is used to facilitate payment to an individual or vendor for university-related expenses that are not procured through the Purchasing office, reimbursement for employee travel that is processed on the Employee Travel Expense Voucher (ETEV), or purchased on the University purchasing card (P-Card). Refer to [University Expense Procedure](#) for allowable expenses.

Purchases from contract vendors or purchases over the bid limit must be submitted on a Purchase Requisition (PR). Refer to [Purchasing User's Guide](#) for list of other exceptions. Refer to [University Contract List](#) for a list of contract vendors.

#### Examples of expenses paid via DPV include:

Candidate travel	Mileage reimbursements (non-employees)
Cash advances	Officials (referees, umpires, etc.)
Catering services	Refunds and reimbursements to individuals
Entertainers/guest speakers/presenters	Rent
Honorariums	Shipping (FedEx)
Insurance	Subscriptions
Lodging (non-employees or direct bill)	Utilities
Memberships	

#### II. Procedure

The DPV form is available on the [Controller's website](#). Fill out the form electronically, then print for approval signature(s). Handwritten forms are not preferred. Supporting documentation is required and should be attached to the DPV. Send the completed form and proper documentation to the Accounting Office for payment. DPVs submitted by 5:00 p.m. on Monday will be processed on that week's check run, assuming proper approval and documentation exists. Anything submitted after the deadline will be paid in following week's check run.

#### Instructions to complete form:

- 1) Leave the 919 ID and Banner invoice number blank. The Accounting Office will complete.
- 2) Provide the name of the individual initiating the voucher, along with department name and date.
- 3) Signature of supervisor approving the voucher required, along with department name and date. The approver should be a person authorized to approve expenses on the account.
- 4) Vendor/Payee/Individual Name – the person's name or business name that will receive payment along with the mailing address, including street, city, state, and zip code.
  - a) For vendors, make sure to use the "remit to" address listed on invoice.
  - b) For employees, provide address check is to be directed. If check is to be sent to campus address, use that address on the form rather than home address.
- 5) SSN/TIN Number (Social Security Number/Tax Identification Number) – In most cases, this information is required of the individual or business. Failure to provide this information could delay processing and payment.
- 6) Cash advance information – When requesting a cash advance, this block of information must be completed, then signed upon receipt of cash.

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- 7) Description - Provide a brief summary of the item(s) and/or service(s). For example, "Subscription to Wall Street Journal from September 2008 to August 2009". Do not use vendor invoice number as description.
- 8) Amount – Enter the amount to be paid.
- 9) Account Distribution:
  - a) Enter the Fund, Organization, Account, and Program (FOAP). Must provide the entire FOAP. A list of Account codes can be found at the following link: <http://www.nwmissouri.edu/services/controller/pdf/accountcodes.pdf>
  - b) Amount/Percent - If the payment is to be divided into more than one FOAP, either enter the amounts to be distributed, or the percent to be distributed. It must add up to 100%.
  - c) If multiple FOAPs are used, and more than one authorized individual is responsible for the FOAPs, approval signatures and dates must be provided.
  - d) If more than 5 FOAPs are needed, you can use a Direct Pay Voucher continuation form found at <http://www.nwmissouri.edu/services/controller/pdf/DirectPayCont.pdf>.

Please remember to attach applicable receipts and indicate any special instructions. For example, "please do not mail check, call extension ---- when check is ready."

For clarification or more information, contact the Accounting Office at extension 1728.