**Direct Pay Request (DPR) User Guide**

1. Allowable Direct Payments are payments that, by State policy, do not require a purchase order; but are subject to state procurement processes if vendor competition exists for the transactions.  Allowable direct Charges are listed in paragraph II of State Procurement Manual section [PRO-E-4](http://vendornet.state.wi.us/vendornet/procman/proeindx.asp).
2. **Direct Payments are allowable payments made without a purchase order.**
3. The UWO Purchasing Card (P-Card) is the preferred method of making small or miscellaneous payments if accepted by the vendor. The P-Card information is outlined under the [Finance and Administration website](http://www.uwosh.edu/admin_serv/administrative-services-home/purchasing-card).
4. The [Direct Payment Request Form](http://www.uwosh.edu/admin_serv/Financial%20Services/forms-1) should be used to process payment requests $5,000.00 or less.
5. When submitting a Direct Payment request for an individual who has provided personal services, you must verify that there is not an employer/employee relationship.  You should contact Human Resources for review and approval with submission with the DPR.  If the individual is an employee, you must make the payment through payroll; if the individual is not an employee, an IRS [W-9](http://www.irs.gov/Forms-&-Pubs) form must be on file in Accounts Payable before payment will be released.
6. There are specific regulations governing payments to Foreign Nationals.  In order to receive a payment they must be in the United States under the appropriate VISA Type and certain paperwork must be provided before a check will be released.  Please contact Finance and Administration for further information.
7. Payments to public entertainers/speakers, who are not legal residents of Wisconsin, and whose payment will exceed $7,000.00 within one calendar year, will have a 6% Wisconsin Entertainer Tax deducted from their payment, if a waiver is not obtained from the WI Dept. of Revenue.  See<https://www.revenue.wi.gov/pubs/pb508.pdf>
8. [Purchase Requisition Forms (PO)](http://www.uwosh.edu/admin_serv/administrative-services-home/general-purchasing/forms) must be submitted to Purchasing for payment requests greater than $5000.00.
9. No order should be placed or commitment made to a vendor by the requesting campus department for payment requests greater than $5,000.00.  Purchasing will determine whether the transaction should be direct paid or if a purchasing process should be followed and a purchase order issued.  This also includes purchases that are less than $5,000.00 individually, but will add up to more than $5,000.00 if subsequent purchases are made within a 90 day period.
10. Purchase commitments made by campus departments to vendors in excess of authority will be subject to the non-conforming purchase process found in [PRO-E-8](http://vendornet.state.wi.us/vendornet/procman/proeindx.asp).

**III.  The Direct Payment Request Form should not be used for:**

1. Purchases greater than $5,000.00.  Use a Purchase Requisition Form (PO).
2. Purchases not yet invoiced.  Follow the process for a Purchase Order.  Use a Purchase Requisition Form.
3. Purchases with restrictions, including software license agreements.  See [General Purchasing Guidelines](http://www.uwosh.edu/admin_serv/administrative-services-home/general-purchasing).  Use a Purchase Requisition Form.
4. Payments for Services to be made in accordance with [General Purchasing Guidelines](http://www.uwosh.edu/admin_serv/administrative-services-home/general-purchasing).
5. Reimbursement requests to be made in accordance with travel procedures listed in UW System [TravelWise Portal](https://uw.foxworldtravel.com/).
6. Payments for maintenance contracts.  Use a Purchase Requisition Form (PO).  This includes software maintenance, copier maintenance, and facilities maintenance.
7. **To Process a Direct Payment Request (DPR) Form:**
8. Go directly to Finance and Administration website for [forms](http://www.uwosh.edu/admin_serv/Financial%20Services/forms-1) to use the most updated form each time.
9. Provide the Prepared by name and phone # so we have a contact person in case we have questions.
10. Ensure the vendor’s name and remit to address is correct and complete.
11. Obtain a completed/signed [IRS W-9 Form](http://www.irs.gov/Forms-&-Pubs) (Taxpayer Identification Form) from the vendor if they are a new vendor, or if the existing vendor’s information has changed.
12. Fill in the Dept Number: xxx-xxxxxx-x, Account Number: xxxx, Dept Name, amount, and total cost.  Ensure the funding is valid and correct for the department to be charged.
13. The Description of payme
14. nt request box should answer all pertinent questions, such as: who, what, where, when, why, how, business purpose, etc.  DO NOT list only the invoice number or what is written on the invoice.
15. If you want us to use a specific wording for what is recorded in WISDM, please include: “WISDM Description:.....”  You have up to 30 characters available for this description.
16. Attach the invoice or other price source, and any other pertinent supporting documentation to the Direct Payment Request Form, along with the signed W-9 Form, if necessary, from the vendor.
17. If a copy of the invoice, membership or registration form, or any paperwork needs to be sent along with the check, please indicate as such in the Description of Payment Request box.
18. Applicable contracts should be attached to Direct Payment Request Forms.  Those contracts not signed by an appropriate authorized campus signatory will be sent back to you to route for signatures first.  Make no commitment to the vendor unless the contract is signed by an authorized campus signatory.
19. Deans/Directors or delegated designees are responsible for reviewing for propriety and necessity when approving all requests for Direct Payments.  Include Printed Name AND Signature.
20. Direct Payment Request Forms with all attachments are sent to Finance and Administration.  Original signatures are required.