



Policy: Direct Payment Request

See the purchasing policy clarification dated 1/26/09 at <http://www.northwestern.edu/userservices/purchasing/docs/policyclarify.pdf> for more information.

Direct Payment Request Procedure Options

- Online voucher: Payment is initiated via the [NUPortal](#) and submitted to workflow with the invoice and any additional documentation.
- The [Direct Payment Request \(DPR\) form](#) can be accessed via the [NUPortal](#) Purchasing & Payments tab. Always attach the invoice or other original documentation of the expense. DPR form note: The department code required on the DPR form should represent the first three characters of the NUFinancials Ship to Code. Refer to the [Department Code Lookup Table](#).

Direct Payment Request Categories of Payments

The following categories of payments and services may be requested through the Direct Payment Request process. Direct any questions about authorized uses of the Direct Payment Request process to Accounts Payable at 847-491-7339. Click on the links to view additional information and forms.

- [Recurring payments](#) such as rent and utilities
- [Registration fees](#)
- [Subscription renewals](#)
- [Membership dues](#)
- [Unplanned, emergency equipment repairs](#)
- [Research subject fees](#)
- [Contracted, direct-billed services](#) such as:
 - Consultant or contract staffing agency fees (but NOT [payments to individual contractors or consultants](#))
 - [Hotel charges when hosting a conference or academic function](#)
 - On an exception basis, visitor taxi or limousine service

The DPR form is required for the following types of payments:

- [International check or wire payments](#)
 - Wire transfer payments to a foreign country by Travelex Global Business Payments, Inc. require a DPR and the [Accounts Payable International Wire Transfer Request form](#)
- [Electronic funds transfers \(EFT\)](#)

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- Domestic EFTs require a DPR and the [Treasury Domestic EFT form](#)
- Emergency international EFTs require a DPR and the [Treasury International EFT form](#)
- Routine EFTs that have been pre-approved by Treasury Operations follow a modified process. Contact Treasury Operations for details.
- Open a [petty cash fund or change fund](#), or replenish petty cash
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