



NEW MEXICO TECH
SCIENCE • ENGINEERING • RESEARCH UNIVERSITY

DIRECT PAYMENT

Submit completed form with ORIGINAL invoice(s) or other required documents to Accounts Payable (Wells Hall). Direct payments are limited to qualified categories below. Keep second copy for your records. **Inventoriable property and equipment cannot be purchased on a Direct Payment.**

| |
|-------------------|
| DP |
| Date: _____ |
| Dept: _____ |
| Contact: _____ |
| Dept Phone: _____ |

| |
|-------------------------|
| Payee: _____ |
| Address: _____ |
| _____ |
| City: _____ |
| State: _____ Zip: _____ |
| Phone: _____ |

| <u>*Index*</u> | <u>*Account*</u> | <u>*Activity Code*</u> | <u>*Commodity Code*</u> | <u>*Amount*</u> |
|------------------|------------------|------------------------|-------------------------|-----------------|
| _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ |
| TOTAL: \$ | | | | _____ |

Authorized Signature: _____ **Business Office Approvals:** _____

Print Name: _____

Prepayments are permitted. NMSA 13-1-98 & 13-1-158 limited by CFR §200.67. Indicate which qualified category this direct payment is for:

Description of Transaction: _____

____ **Small Order Payment-Supplies** received not to exceed \$3000.00 in total. Do not Split orders. Invoice must be attached.

____ **Small Order Payment-Services** received not to exceed \$3000.00 in total. Invoice and copy of contract for services must be attached.

____ ***Guest speakers, honorariums, contracts for performing arts, entertainment, and non-employee instructors.** Invoice and copy of contract for services must be attached.

____ ***Individual subscription, membership fees or renewals.** Application or invoice must be attached

____ ***Advertisements in classified and recruitment publications.** Copy of ad and invoice must be attached.

____ ***Employee/Student Reimbursement-LIMITED TO UNDER \$1000.00.** Original receipts must be attached.

____ ***Registration, tuition, conference fees, meals, lodging and related travel advances.** Submit on a Travel Form unless approved and attach original receipts.

____ ***Common carrier freight bills, parcel post, UPS charges, postal deposits, etc.** Invoice must be attached.

____ ***Titled books, videos, films, periodicals, and computer software** not to exceed \$3000.00 per request. Prepayments must include vendor's order for requiring payment.

____ ***Payments to State of New Mexico agencies or universities, local public bodies, the federal government or Sponsored Projects reimbursements.**

____ ***Public regulated utility charges for gas, water, sewer, electricity, refuse and local telephone service.**

____ ***Alumni loans, awards, etc.** Documentation must be attached.

| A/P OFFICE USE ONLY |
|-----------------------|
| Vendor ID: _____ |
| Invoice #: _____ |
| Invoice Date: _____ |
| Date: _____ |
| Payment Amount: _____ |

| RUSH/SPECIAL CHECK APPROVALS |
|--|
| DEPARTMENT USE ONLY |
| Check needed by: _____ |
| Charge Fee to: INDEX: _____ ACCOUNT: _____ |
| BUSINESS OFFICE USE ONLY |
| Approved by: _____ |
| Fee Waived by: _____ |

BUSINESS OFFICE USE ONLY: