



Policy: Direct Payment Request

Direct Payment Request Overview

The Direct Payment Request process is a way to request payment for goods or services when the transaction does not warrant the issuance of an official Purchase Order to a vendor, or for direct-billed contracted services, for goods or services for which it is the normal practice to pay in advance, and for certain special payments such as recurring or international and electronic payments.

The DPR form cannot be used for payments of \$25,000 or more. For payments of \$25,000 or more that do not fit the normal purchase order process, follow the non-catalog requisition 'hold for further processing' process. A Bid Documentation Form or Sole Source Justification Form must be attached to the requisition.

See the authorized categories of payments using the Direct Payment Request process below.

DPR vs. Non-Catalog Requisition 'Hold for Further Processing'

Instead of using a DPR, departments/schools may use the 'hold for further processing' functionality on a non-catalog requisition. The comment field on the requisition must contain sufficient explanation to support why a payment needs to be made without sending a Purchase Order to the vendor. **Neither the Direct Payment Request process nor the non-catalog requisition 'hold for further processing' process can be used to pay invoices for the purchase of goods and services that should have been ordered using a purchase order.**

For questions about whether a particular payment is eligible to be processed via a non-catalog requisition using 'hold for further processing' functionality, contact Purchasing Resource Services (PRS) at 847-491-8120. In some cases, it may be more appropriate to submit a requisition for a Blanket order to pay for routine services that are provided on a consistent basis, such as monthly equipment maintenance, rent, utilities, etc.

When the 'hold for further processing' functionality is used, payment cannot be made until PRS reviews the requisition. If a department/school is routinely using this process to pay invoices for orders placed informally to avoid using NUFinancials, PRS will contact the vendor to stress the importance of only accepting orders with an official PO and will also contact the department/school about this inappropriate activity.



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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
- [Cash advances for graduate students \(non-employees\)](#), available in exceptional cases only

Forms for Other Payments

The following types of payments do NOT use the DPR form. Use instead:

- The [Contracted Services form](#) for independent contractor payments to an individual (for U.S. residents)
- The [Visitor's Expense Report form](#) for visitor and student (non-employee) reimbursements

Contact Information

Direct Payment Request

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Non-Catalog Requisition – 'Hold for Further Processing'

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