Print Form

Direct Payment Request

An electronic DPR is available, see the Online Voucher in the NUPortal

Department: OBG

Request #: 55789788

NORTHWESTERN UNIVERSITY

Dept Code:

Voucher #:
(AP Use Only)

Request Date:

Vendor ID:

Requestor:

Payee Name:

Phone:

Address:

Email:

City, State Zip:

Payment Type
- ☐ Registration, Subscription, Membership, Equipment Repairs, Research Subject Fees
- ☑ Petty Cash
- ☐ Other _____

Check Handling
- ☐ Mail ☐ Mail with Enclosure
- ☐ Hold for Pick Up-Evanston
- ☐ Hold for Pick Up-Chicago

Invoice #:

Invoice Date:

Invoice Gross Amt:

Ln	Payment Description (30 chars max)	Qty	Unit	Unit Price	Ext Amt	Fund	Dept	Project	Act	Pgm	CF1	Acct
				Total								

Business Office Use Only

Requesting Area Approvals

	Name (Print)	Signature	Date
Dept			
Dean/ Area Admin			

Business Office Approvals

Dept	Name (Print)	Signature	Date
ASRSP			
Acct'g Svcs			
AP			

Revised 5/28/2020