When to use Direct Payments

- When a purchase order or procurement credit card cannot be used.
- For supplies and services less than $5,000.
- When mandatory contracts are required for various items or vendors.

For the following, use a Purchase Order instead of a direct payment:

- Buying capital equipment.
- Paying for leases.
- Paying for rentals (other than vehicle rentals).

For additional assistance, contact the ASK Center, 715-836-3131.

6 Steps to a Direct Payment

1. Contact the vendor to order the supplies or services.
2. Have the invoice sent directly to your department.
   
   **NOTE:** The vendor must bill UW-Eau Claire, not an individual.

3. Verify the items received against invoice received from the vendor.
4. Submit the Direct Pay e-Form.
   
   **NOTES:**
   
   Attach the invoice and supporting documentation.
   
   You must provide a separate Direct Pay e-Form for each invoice.

5. Keep original receipts and supporting documentation for the current and past
fiscal years.

6. The Accounts Payable office will pay the vendor.