

Accounts Payable – Direct Payment Request.

This tutorial discusses best practices and steps to request a Direct Payment.

<https://youtu.be/1mQ2VmOrCDw>

Direct Payment Request Best Practices

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EVERY check requisition must include supporting documentation to be processed. If you are unsure of what supporting documentation to include please contact Accounts Payable before submitting a request.

Supporting Documentation must include legible receipt copies.

Meal Certifications for meal reimbursements must be included.

EVERY check requisition must have at least two different approvals before it is received by Accounts Payable. Approval routing will be handled automatically based on FOAPAL indicated for payment.

Checks are no longer held, with the exception of extreme circumstances. Contact the Accounts Payable Supervisor with questions prior to making arrangements with the payee to hold the check.

If you are attaching documents to be included with the check, please put a note in the additional comment section of the request.

Direct Payment Request Best Practices

Restaurant



SOUTHERN UTAH UNIVERSITY

