

Direct Payment Vouchers

The following have been identified as items that may be presented directly to the Business Office for payment using a Direct Payment Voucher (DPV).

- a. Registration fees for conferences, seminars workshops (These can be paid using the University P-Card or processed on a DPV).
- b. Umpire/Officials fees for officiating sporting events.
- c. Memberships (These can be paid for using the University Procurement Card or processing a DPV).
- d. Overnight hotel lodging (paid on behalf of an official University guest).
- e. Fees for performers and entertainers (non-employees only).
- f. Business meal reimbursements.
- g. Fees for Guest Lecturers (non-employees only).
- h. Subscriptions and Periodicals (unless a Purchase Order is required - may also be purchased using the University P-Card. **(Multi-year contracts need to be paid by Purchase Order).**)
- i. Filing fees for work to be performed on buildings (i.e., Texas Department of Health).
- j. Professional registration/license fees (excluding software licenses).
- k. Postmaster-Permit, bulk rate fees and meter charges.
- l. Insurance premiums.
- m. Bus charters (unless a Purchase Order number is required by the company).
- n. Miscellaneous fees and assessments (i.e., accreditation, royalty, copyright and appraisals).
- o. Fleet Vehicle Rentals (see attachment for FAQ's).
- p. Advertising
- q. Fleet Rentals

Contracted purchases such as **Guest Lecturers or Performers & Entertainers** must have a completed contract routing form and signed contract (per Contract Management Procedures) prior to being paid for on a DPV. **DPV's & Purchase Requisitions** containing contract routing forms and contracts should be forwarded to the Contract Management Office prior to processing to ensure all documentation adheres to current Policy & Procedures.

Procurement Card, Purchase Requisitions & Purchase Orders

Items not found on the above list must be purchased using the University Procurement Card or Purchase Requisition process. These orders must be processed per MSU's Purchasing Manual and Procurement Card Program Guide. Please note: **Multi-year contracts should not be paid by DPV due to their complexity and to avoid duplications. Orders for commodity purchases should be processed using the p-card or purchase requisition process.**

The University Procurement Card (P-Card) can be used to pay for small orders from vendors that accept MasterCard. Items that cannot be purchased using the P-Card or DPV must be processed using the Purchase Requisition process. Orders using the Purchase Requisition process cannot be placed by the end-user, but should be ordered by the Purchasing Department via a completed Purchase Order.

Note: Any University employee who makes a contract for supplies, equipment and/or services without a purchase order from the purchasing office, he/she may be held personally responsible for clearing the account with the vendor.

- Questions regarding the use of the Direct Payment Voucher should be directed to Business Office (X4107).
- Questions regarding the use of the Procurement Card should be directed to the Purchasing Office (X4740).
- Questions regarding placing orders using the Purchase Requisition process should be directed to the Purchasing Office (X4111) or (X4095)
- Questions regarding Contract Management should be directed to (X4041) or (X4277)