

How to Fill Out a Direct Request

What is this Form Used for?

The [Direct Request](#) form is used to facilitate payments to our vendors when the cost of the goods and services requested are \$5,000.00 and less.

What do I Need to Accompany this Form?

Small purchase documentation accompanying this form is required in order for Accounts Payable to process payment. Small purchase documentation includes a (1) description of the goods or services, (2) the amount to be paid, (3) the vendors name. The most common type of small purchase documentation is an itemized invoice. See example for reference.

Filling Out the Direct Request

The Direct Request provides an overview of the requested payment. Information that must be included on the Direct Request are (1) the requestor's name, (2) the Vendors name, (3) a brief description of the goods or services, (4) the authorized budget authority signature and printed name, (5) the accounting string that the expense will be coded to, (6) and the amount of the expense. See example for reference.

Are There Any Other Forms or Documents Required for Special Situations?

[Independent Contractor Analysis](#) forms may be required when the requested payment is made to an individual for the performance of services, i.e. sports officials, photographers, guest speakers, etc. This form must be completed and sent to Human Resources prior to any payment(s) being made to the individual.

[Official Function](#) forms may be required when the requested payment is made for an expense that qualifies as an Official Function or Training Function event. Please see the Official Function Policy for reference.

Where Can I Find this Form?

The Direct Request and all other forms can be found at the Accounts Payable webpage.

<http://www.coloradomesa.edu/accounting-financial-services/accounts-payable.html>

What Do I Do with this Form?

Once the form is completely filled out and all of the accompanying documentation is attached, please send all materials to the Accounts Payable office on the first floor of Lowell Heiny Hall.

When Will the Payment Be Made?

Accounts Payable processes payments every Wednesday. All payments submitted to that office prior to the noon deadline on Monday's will be included in that week's processing.

For any questions, please contact the Accounts Payable office at:

Vikki Wright
970.248.1098

vwright@coloradomesa.edu

Kimberli Medina
970.248.1974

kcmolina@coloradomesa.edu

Bryan Davis
970.248.1218

brydavis@coloradomesa.edu

COLORADO MESA UNIVERSITY DIRECT REQUEST

E-Document #: _____
 or
 PO #: _____
 (Provide # if applicable)

(Please select one)

Check/Direct Deposit	
Petty Cash	
Transfer	

Requestor Rick Fox 1 Date 27-Oct-16

Organization _____ Contact Telephone: _____

Received
 OCT 31 2016
 Accounts Payable

Instructions Form use is restricted to the Office of the Controller for Reimbursement of Petty Cash (\$100 limit), Dues and Memberships, Subscriptions, Utilities charged to the University (ie. electricity, gas, telephone, cable, trash pickup), and emergency expenditures under \$5000.
Organization Code, Account Code, Description and Amount are always required.
Forward this form plus original invoice or other applicable backup to the Accounts Payable Office.

Name	Issue check payable to:	
Address	Commercial Specialists, Inc.	
City		
State and Zip		
CMU ID#		
Mail check to payee or	<input type="checkbox"/>	
* Have cashier hold check	<input type="checkbox"/>	

Description	Invoice #: 24226
	LHH Bosch Duress/Panic System

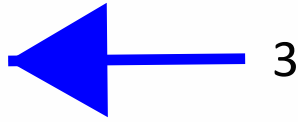
* Provide name and number of person to take delivery of check: _____

Pursuant to CRS 24-30-202.4 (as amended), the state controller may withhold debts owed to state agencies under the vendor offset intercept system for: (a) unpaid child support debt or child support arrearages; (b) balance of tax, accrued interest, or other charges specified in Article 22, Title 39, CRS; (c) unpaid loans due to the student loan division of the department of higher education; (d) owed amounts required to be paid to the unemployment compensation fund; and (e) other unpaid debts owing to the state or any agency thereof, the amount of which is found to be owing as a result of final agency determination or reduced to judgement as certified by controller.

Authorized Signature	Printed Name	FUND	ORGN	ACCT	PROG	ACTV	AMOUNT
	Rick Fox		7120	6100			\$ 4,981.00
4			5	Total Amount			\$ 4,981.00

6

Commercial Specialists, Inc.



601 Mulberry Street
Grand Junction, CO 81501
(970) 241-0268

Invoice

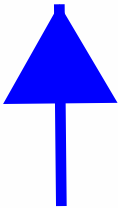
DATE	INVOICE NO.
10/25/2016	24226

BILL TO
Colorado Mesa University Accounts Payable 1100 North Avenue Grand Junction, CO 81501

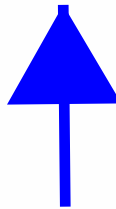
SHIP TO
Colorado Mesa University CMU - Lowell Heiney Hall Bosch Duress/Panic System

P.O. NO.	TERMS	REP	SHIP DATE	SHIP VIA
Rick	Net 30		10/25/2016	

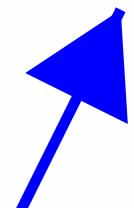
ITEM	DESCRIPTION	QTY
B5512	48 Point Control Communicator	1
B915	Keypad	1
EN1210W	ES Point Transmitter w/contact	10
B820	SD12 Interface (Inovonics)	1
EN5040-T	High Power Repeater w/Transformer	1
AC-TS-19	Duress/Panic Button	10
B430	Plug-in Communicator, Telephone	1
EN1210W	ES Point Transmitter w/contact	5
B426	USB Serial Board (Includes Panic System Adds/Per Rick Fox)	1



1



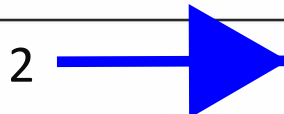
1



1

Thank you for your business.

Sales Tax (0.0%) \$0.00



Total \$4,981.00

All overdue accounts are subject to interest at 2% per month, 24% annually. The purchaser agrees to pay all costs of collection and reasonable attorney's fees if account becomes delinquent and must be turned over to collections.