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
kmedina@coloradomesa.edu

Bryan Davis
970.248.1218
brydavis@coloradomesa.edu
## COLORADO MESA UNIVERSITY
### DIRECT REQUEST

**E-Document #:**

**PO #:**

**Requestor:** Rick Fox  
**Date:** 27-Oct-16

**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.**

### 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.**

### Authorized Signature

<table>
<thead>
<tr>
<th>Name</th>
<th>Printed Name</th>
<th>FUND</th>
<th>ORGN</th>
<th>ACCT</th>
<th>PROG</th>
<th>ACTV</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rick Fox</td>
<td>7120 6100</td>
<td>$4,981.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**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.**
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

<table>
<thead>
<tr>
<th>P.O. NO.</th>
<th>TERMS</th>
<th>REP</th>
<th>SHIP DATE</th>
<th>SHIP VIA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rick</td>
<td>Net 30</td>
<td>10/25/2016</td>
<td></td>
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<table>
<thead>
<tr>
<th>ITEM</th>
<th>DESCRIPTION</th>
<th>QTY</th>
</tr>
</thead>
<tbody>
<tr>
<td>B5512</td>
<td>48 Point Control Communicator</td>
<td>1</td>
</tr>
<tr>
<td>B915</td>
<td>Keypad</td>
<td>10</td>
</tr>
<tr>
<td>EN1210W</td>
<td>ES Point Transmitter w/contact</td>
<td>10</td>
</tr>
<tr>
<td>B820</td>
<td>SD12 Interface (Inovonics)</td>
<td>1</td>
</tr>
<tr>
<td>EN5040-T</td>
<td>High Power Repeater w/Transformer</td>
<td>1</td>
</tr>
<tr>
<td>AC-TS-19</td>
<td>Duress/Panic Button</td>
<td>10</td>
</tr>
<tr>
<td>B430</td>
<td>Plug-in Communicator, Telephone</td>
<td>1</td>
</tr>
<tr>
<td>EN1210W</td>
<td>ES Point Transmitter w/contact</td>
<td>5</td>
</tr>
<tr>
<td>B426</td>
<td>USB Serial Board</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>(Includes Panic System Adds/Per Rick Fox)</td>
<td></td>
</tr>
</tbody>
</table>

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.