



Associated Students Inc. Instructional Related Activities Direct Payment Request

Payee (Make check payable to)

Payee Name : _____
Address : _____
City : _____
State : _____ Zip: _____

Attachments (check all that apply)

- Vendor W-9
- Vendor Proposal
- Vendor Quote
- Vendor Agreement

Project Description: _____

Total Amount \$

Departmental Approval

Department: _____ Mail Zip Code: _____

Department Contact: _____ Ext: _____

By my signature below, I certify that I am authorized to expend funds from the department listed above. I also certify that this is a legitimate expenditure per the fund specifications and I am not aware of any financial interest involving me or a family member that could present a conflict of interest.

Signature of the Approving Official: _____
(Signature must be an approved signatory on the IRA Memorandum of Agreement)

Name: _____ Date: _____

Procurement Office Review

Buyer Name: _____ Signature: _____ Date: _____

What is a Direct Payment Request?

Direct Payment Request (DPR) is a method used to submit request payment directly to a Vendor using IRA funds. Payment is made by ASI to directly to Vendors. Individuals electing to use the ASI-IRA-DPR funds must submit their request a minimum of ten (10) work days prior to the event to allow for review and processing of checks in advance of the acquisition. ASI issues checks for IRA funding requirements weekly. If “on-campus” services are involved the University Procurement and Contract Services Department will validate the vendor has approved insurance on file or will secure appropriate insurance requirements for approval by University Risk Management. There is no dollar limit for ASI-IRA-DPR requirements, Direct Payment Requests, however second signatures are required on all University checks of \$50,000 or more. All contractual requirements must be reviewed and signed by the University Procurement and Contract Services department. No contractual commitments may be made by University personnel outside to a third party on behalf of the university unless authorized by Procurement and Contract Services personnel who have the proper delegated authority. University personnel outside of the Procurement and Contract Services department may NOT sign or obligate the institution

What is required?

Vendors must submit a Federal Form W-9 and must be attached to this document. Signature of approving officials, who are authorized to obligate IRA funds. Point of contact information for the acquisition. A copy of support documentation (i.e., vendor proposal, vendor quote or vendor agreement). Sacramento State Procurement & Contracts Office is responsible for adherence with both campus and external regulatory requirements.

Ordering goods and services without approval is a serious violation of University and government Policies and violators may be subject to disciplinary action.