Date	03/13/09	University of Southern Indiana		
Payee	ABC Company	Direct Pay Form		
Address	123 Main St. Evansville, IN 47708	To initiate payment to companies and individuals when a University purchase order is not required.		
Description	Microscope			
Business Purpose	for use by students in science lab SC2209			
Additional Information	Name of event or function	✓ No		
	Date of event or function			
	Indicate all groups that attended the event.	Other (please specify)		
	Does this payment include the purchase of apparel? Y If so, please indicate all groups that received apparel. Employees Students Volunteers	es 🗹 No		
	Does this payment include the purchase of prizes, awards, gifts, or giveaways? Yes If so, please indicate all groups of recipients. If so, please indicate all groups of recipients. Students Other (please specify)			
	hart Fund Orgn U 10001 00000	Acct Actv Amount 71105 \$650.00		
		Total \$650.00		
	Financial Manager Signature Date	Business Office Signature Date		
FOR BU	JSINESS OFFICE USE ONLY			
	Vendor # 0 1099	Banner Inv I		
	Vendor Inv Date Separate check requi	ed		
	Address type Seq Hold Check	Payment Due Date		
Comn	Discount Code Bank Attachment			
	Vendor Inv #	Audited by Date Entered by Date		
	nodity Description			
	Document Text			

Date	03/13/09	University of Southern	Indiana
Payee	John Doe	Direct Pay Form	
Address	123 Main St. Nowhere, IN 00000	To initiate payment to companie individuals when a University pu order is not required.	
Description	Honorarium, mileage, and lunch on 1/1/09		
Business Purpose	Guest speaker at XYZ event		
Additional	Does this payment include the purchase of food?	No	
Information	If so, please provide the following information:		
	Name of event or function Lunch for John Doe		
	Location of event or function The Diner		
	Date of event or function <u>1/1/2009</u>		
	Indicate all groups that attended the event.		
	Employees Students Volunteers	Other (please specify) Guest speaker	
	Does this payment include the purchase of apparel?	✓ No	
	If so, please indicate all groups that received apparel.		
	Employees Students Volunteers	Other (please specify)	
	Does this payment include the purchase of prizes, awards, gifts,	or giveaways? Yes Vo	
	If so, please indicate all groups of recipients.		
	Employees Students Volunteers	Other (please specify)	
Ch	nart Fund Orgn A	cct Actv	Amount
l	U 10001 00000 70	110	\$600.00
	U 10001 00000 70	330	\$175.88
		Total	\$775.88
	Financial Manager Signature Date	Business Office Signature	Date
FOR BL	ISINESS OFFICE USE ONLY		
	Vendor # 0 1099	Banner Inv	
	Vendor Inv Date Separate check required		
	Address type Seq Hold Check	Payment Due Date	
	Discount Code Bank Attachment		
	Vendor Inv #	Audited by Date Entered by	Date
Comn	nodity Description		
	Document Text		

Date	03/13/09	University of Southern Indiana			
Payee	Jane Doe	Direct Pay Form			
Address	123 Main St. Evansville, IN 47708	To initiate payment to companies and individuals when a University purchase order is not required.			
Description	Lunch with John Applicant and Joe Faculty				
Business Purpose	Search committee lunch with candidate for Assistant Professo	or of Study			
Additional	Does this payment include the purchase of food?	No			
Information	If so, please provide the following information:				
	Name of event or function Candidate lunch				
	Location of event or function The Diner				
	Date of event or function 1/1/2009				
	Indicate all groups that attended the event.				
	Employees Students Volunteers	Other (please specify) Candidate			
	Does this payment include the purchase of apparel? \Box Y	es 🗸 No			
	If so, please indicate all groups that received apparel.				
	Employees Students Volunteers	Other (please specify)			
	Does this payment include the purchase of prizes, awards, gifts, or giveaways? Yes No				
	If so, please indicate all groups of recipients.				
	Employees Students Volunteers	Other (please specify)			
	hart Fund Orgn	Acct Actv Amount			
	U 10001 00000	70335 \$27.00			
		Total \$27.00			
500.00	Financial Manager Signature Date	Business Office Signature Date			
FOR BU					
	Vendor # 0 1099	Banner Inv I			
	Vendor Inv Date Separate check requi	red			
	Address type Seq Hold Check	Payment Due Date			
	Discount Code Bank Attachment				
	Vendor Inv #	Audited by Date Entered by Date			
Comr	nodity Description				
	Document Text				

Date	03/27/09	University of Southern Indiana
Payee	ABC Organization	Direct Pay Form
Address	123 Main St. Evansville, IN 47708	To initiate payment to companies and individuals when a University purchase order is not required.
Description	Jan. 1, 2009 - Dec. 31, 2009 membership dues for Professor X	
Business Purpose	Professional organization for people employed in accounting ar	nd professional organizations
Additional Information	Name of event or function	✓ No
	Date of event or function Indicate all groups that attended the event. Employees Students Volunteers Does this payment include the purchase of apparel?	Other (please specify)
	If so, please indicate all groups that received apparel. Employees Students Volunteers Does this payment include the purchase of prizes, awards, gifts	Conter (please specify)
	If so, please indicate all groups of recipients.	Other (please specify)
		Acct Actv Amount 0630 \$100.00
FOR BL		
	Financial Manager Signature Date USINESS OFFICE USE ONLY	Business Office Signature Date
	Vendor # 0 1099	Banner Inv
	Vendor Inv Date Separate check required Address type Seq Discount Code Bank	d Payment Due Date
	Vendor Inv #	Audited by Date Entered by Date
Comn	Document Text	
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