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). These items do not involve the Purchasing Office or require a Purchase Order or Purchase Requisition to order from the vendor:

a. Registration fees for conferences, seminars and workshops (These can be paid for using the University Procurement Card or processing a DPV).
b. Umpire/Officials fees for referring 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.
f. Business meal reimbursements.
g. Fees for Guest Lecturers.
h. Subscriptions and Periodicals (unless a Purchase Order is required - may also be purchased using the University Procurement Card).
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. Publications and audio-video material (prepared materials only).
o. Miscellaneous fees and assessments (i.e., accreditation, royalty, copyright and appraisals).

Questions regarding the use of the Direct Payment Voucher and/or required documentation should be directed to the Business Office.