

UNIVERSITY OF ALASKA ANCHORAGE

DIRECT PAY FORM

Do not enter a requisition in Banner. Send this form with appropriate approvals and back-up directly to Accounts Payable. This form can **only** be used for the following situations. Please check the item that applies to this request:

Teacher Honorariums		Student/Non-Employee Reimbursements	
Change Funds/Petty Cash		Student Awards (Competitive Events)	
SBIR Payments		USUAA Student Payments	
Refunds (Not tuition & fees)		Payments for Class notes	
UA Foundation		Other	

Name of Payee _____ UA ID _____

Mailing Address _____

Description of payment:

Fund	Org	Acct	Amount
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Fund	Org	Acct	Amount
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Departmental Approval : _____ Date: _____

Grants & Contracts Approval: _____ Date: _____

Accounts Payable Use