



### Direct Payment Request (DPR) Form

Please download the form to your computer, complete and email this request to the Dean of Students Office (DOSO) to submit a DPR for your organization.

After the form is emailed to [dosofrontdesk@wayne.edu](mailto:dosofrontdesk@wayne.edu), we will notify you with confirmation.

In order to complete this process, you must provide the following things:

- An authorized officer of your student organization must email this form from his/her WSU email address to [dosofrontdesk@wayne.edu](mailto:dosofrontdesk@wayne.edu)
- Documents (receipts), W-9, etc. must be submitted to 301 Student Center or emailed to [dosofrontdesk@wayne.edu](mailto:dosofrontdesk@wayne.edu)

*Note: If you prefer, you may come into DOSO with your documents and use our computer to complete and email this form.*

1. PAYEE (Person or vendor/company to be paid; do not use acronyms):\*

2. What DOSO professional are you working with?\*

- No DOSO Coordinator (Agency Account)
- Deirdre
- Brandon
- Ricardo
- Duaa
- Kenya
- Dr. Strauss

3. WSU PAYEE AccessID (ex: ab1234):\*

Type the complete home address of the PAYEE:  
Street Address:\*

PAYEE phone number\*:

City:\*

State:\*

Zip Code:\*

4. Please provide event details:\*

5. Our organization is requesting payment for (description of service, honorarium, description of reimbursement or advance):\*

Total Amount:\*

6. Choose one:\*
- Have the check mailed to the address on file
  - You (contact person) will pick up check from the Dean of Students Office
  - Payee will pick up check from the Dean of Students Office

7. Description of payment/list of items:\*

on (date of event):\*

at (location):\*

8. Contact Information

Contact person must be an officer of the student organization and not the payee.

If this is for SAFB, please have the DOSO coordinator fill this part out.

Your Name as Student Organization Officer contact:\*

Your Student Organization's Name (do not use acronyms):\*

Your AccessID (ex: ab1234):\*

Your personal telephone number:\*

Who will provide receipts?\*

- You (contact person)
- Payee

9. Account number (must be a General Fund, Agency Account or Gifts Account on file with DOSO):\*

Please read all of the following rules for a DPR:

- If this is a new vendor who has not been registered with the University, a signed W-9 form for the vendor must also be submitted ([irs.gov/pub/irs-pdf/fw9.pdf](https://irs.gov/pub/irs-pdf/fw9.pdf))
- A DPR requesting reimbursement to a member of the organization must have original receipts or acceptable photocopy or electronic copy of receipts correctly adding up to the dollar amount requested on the DPR.
- DPR advances of more than \$250.00 must CC the advisor of the organization (not a DOSO staff member) to confirm the legitimacy of the request and assure that the funds received will not be used for personal gain of the recipient. The Advisor must replay to [dosofrontdesk@wayne.edu](mailto:dosofrontdesk@wayne.edu) to approve the advance.
- A DPR requesting an honorarium must include a W-9 and a completed tax ruling form (which can be picked up in the Dean of Students Office, 301 Student Center).

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Once you submit this request:

You will be contacted within 2-3 business days after submission to submit the required documents. Checks are usually cut within two (2) weeks for agency accounts and four (4) weeks for general fund accounts once the paperwork has been submitted.

Submit completed form to [dosofrontdesk@wayne.edu](mailto:dosofrontdesk@wayne.edu)

Office use only

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Administrator signature

Date