



Direct Pay Form

Direct Payments may occur when the allowable goods or services are not required to be purchased through the eVA Procurement process, and therefore an eVA Purchase Requisition is not required. See Payment Method Guidelines to ensure this form is appropriate.

Delivery Date and Instructions

| | | | |
|---|---|--|---------------------|
| Requested Payment Date: _____ | Delivery Instructions (check one): | Mail to Address Below / Direct Deposit | Mail with Enclosure |
| | | Other (Specify) _____ | |

Payee Information

| | | | |
|------------------------------------|--|----|----------|
| NAME: | BANNER ID (see additional information below) | | |
| P.O. BOX AND/OR STREET ADDRESS: | CITY | ST | ZIP CODE |
| PHONE NUMBER AND/OR EMAIL ADDRESS: | | | |
| ADDITIONAL INSTRUCTIONS: | | | |

Department (Requestor of Service)

| | | |
|-------------|-----------------|----------|
| DEPARTMENT: | CONTACT PERSON: | PHONE #: |
|-------------|-----------------|----------|

Description of Service (Description must be detailed. Do not use acronyms. Attach additional documentation if available.)

| | | |
|-------------------|--------------------|--------|
| TRANSACTION TYPE: | AMOUNT OF PAYMENT: | FOAP : |
| DESCRIPTION: | | |

| | | |
|---|-------------------------------|------|
| Requestor Signature | Printed name and Phone Number | Date |
| Dean, Director, or Department Head Signature | Printed name and Phone Number | Date |
| Sponsored Programs (External Grants Only) | Printed name and Phone Number | Date |
| Vice President Signature <i>(required for any amount over \$5,000)</i> | Printed name and Phone Number | Date |

Additional Information

- A1099 Miscellaneous Income Form for nonemployee compensation will be issued if cumulative payments are \$600 or more in a calendar year.
- Note on Banner ID Field:** For existing Payees, enter Banner ID. For new Payees, enter "NEW", attach completed [COVA W9](#). All required documentation must be **submitted at least 10 business days** in advance of payment needs.
- Form must be submitted to **Accounting Services** via Campus Mail **Box 6906** or email at acctspayable@radford.edu.