

Direct Payment Request

An electronic DPR is available, see the Online Voucher in the [NUPortal](#)



NORTHWESTERN
UNIVERSITY

Department:	Request #:	
Dept Code:	Voucher #: (AP Use Only)	
Request Date:	Vendor ID:	
Requestor:	Payee Name:	
Phone:	Address:	
Email:	City, State Zip:	
Payment Type <input type="checkbox"/> Registration, Subscription, Membership, Equipment Repairs, Research Subject Fees <input type="checkbox"/> Petty Cash <input type="checkbox"/> Other _____	Check Handling <input type="checkbox"/> Mail <input type="checkbox"/> Mail with Enclosure <input type="checkbox"/> Hold for Pick Up-Evanston <input type="checkbox"/> Hold for Pick Up-Chicago	
	Invoice #:	
	Invoice Date:	
		Invoice Gross Amt:

Ln	Payment Description (30 chars max)	Qty	Unit	Unit Price	Ext Amt	Fund	Dept	Project	Act	Pgm	CF1	Acct
Total												

Business Office Use Only

Requesting Area Approvals			
	Name (Print)	Signature	Date
Dept			
Dean/ Area Admin			

Business Office Approvals			
Dept	Name (Print)	Signature	Date
ASRSP			
Acct'g Svcs			
AP			