

# Direct Payment Request

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



NORTHWESTERN  
UNIVERSITY

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

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

<b>Business Office Use Only</b>

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

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