

## PAY DIRECT

1. Pay Directs (PD) are used for small dollar purchases **under \$5,000** and are for **ONE-TIME payments**. Only use this form if no other process will work—the vendor does not get their payment until after the pay direct has been processed.
2. This form can be used for **goods only**—it is primarily used for subscriptions, conferences, registrations and pre-approved reimbursements.
3. Fill out the pay direct form and **obtain ALL necessary approval signatures**.
4. All requirements listed above **must be met** before the item is ordered/received.
5. When the good has been received in a satisfactory manner, sign off on receiving and attach:  
-W9
6. Route to **procurement@pikespeak.edu**



# PAY DIRECT

Pikes Peak State College  
 5675 S. Academy Blvd.  
 Colorado Springs, Colorado 80906

**NOT VALID FOR MORE THAN \$4,999**



|   |   |  |
|---|---|--|
| <b>Vendor S#</b>                            | <b>Division/Department</b>                    | <b>Date</b>  |
| <b>Vendor Name/Address/Phone Number/Fax</b> | <b>Division Point of Contact/Phone Number</b> | <i>To be completed by Purchasing</i><br>___ W9    ___ Fed. Funds Vendor Check<br><br><b>USED FOR THE PURCHASE OF<br/>         COMMODITIES/GOODS ONLY</b> |
|   | <b>Campus to Deliver To</b>                   |  |

DOES THIS PROCUREMENT USE FEDERAL FUNDS? [ ] YES [ ] NO

| INVOICE | DESCRIPTION | AMOUNT | ORG & ACCOUNT |
|---------|-------------|--------|---------------|
|         |             |        |               |
|         |             |        |               |
|         |             |        |               |
|         |             |        |               |
|         |             |        |               |
|         |             |        |               |

**Grand Total:** \$

**APPROVALS:** I hereby certify that services/goods included in this order will be used in an essential Government function and are not subject to local and Colorado sales/use taxes or Federal excise tax.

\_\_\_\_\_  
 Dean/Director/Approving Authority Signature                      Date

**Print Name:** \_\_\_\_\_

**RECEIVING:** I hereby certify that I have received the articles listed above, that I have carefully inspected, weighed, counted/measured and found them complete and in good condition.

\_\_\_\_\_  
 Receiving/Authorized Employee Signature                      Date

**Print Name:** \_\_\_\_\_

**Purchasing Approval:** \_\_\_\_\_