Direct Payment Voucher

The Online Direct Payment Voucher (DPV) is used mainly for the payment of approved services, but may also be used for reimbursement purposes. When using a DPV, organizations must inform the vendor/provider that the services are for Saint Louis University and that it is tax exempt. All requests for a DPV for services must be made ten business days prior to your event.

**Common uses for a DPV for approved services:**

i. **Speaker/Lecture Fee/Honorarium:** Payment to any approved speaker
ii. **Professional Entertainment:** Payment to any approved entertainer. ie. comedians, musicians, magicians, sound services
iii. **Dues:** Payment to National Organizations for National Charter
iv. **Local Conference Registration:** Payment of registration fees to companies and organizations for seminars and conferences held within 50 miles of Saint Louis University

**Steps to make payment from a Direct Payment Voucher:**

i. Come to the Student Involvement Center (Busch Student Center Suite 319) to discuss the purchase that needs to take place.
ii. Include all necessary documents (ie. Independent Contract Agreement, W-9, Invoice, Receipts.)
iii. Student Organization should verify with the service provider of when the payment would be needed to be made.
iv. Receive services.

**Reimbursements:** Reimbursements will not be given if a student member makes a direct payment to an individual (ie. speaker, entertainer, etc.) for services. A reimbursement may only occur if the purchase was for goods that were tax exempt. The original receipt/invoice must be included when a DPV reimbursement request is made.

**Steps to receive reimbursement from a Direct Payment Voucher:**

i. Come to the Student Involvement Center (Busch Student Center Suite 319) to discuss the purchase of goods that took place, within ten business days
ii. Complete the student reimbursement request form
iii. Include all necessary documents (ie. Invoice, Receipts.)
iv. Student will receive reimbursement.