



Direct Pay For Vendor Payments

[Enter a ticket in Aggie Service Desk](#)

Instructions: Use this form for vendor payments that do not require a purchase order. 1) Complete all information on request. If the vendor is not found, submit a new Vendor Request form. 2) Submit a ticket in Aggie Service Desk and attach form with invoice/bill or appropriate back up.

SECTION 1: REQUESTOR INFORMATION

Requestor Name: _____ Department: _____
Phone: _____ E-mail Address: _____

SECTION 2: VENDOR INFORMATION- DO NOT USE TO PAY NMSU STUDENT OR EMPLOYEE

Vendor Aggie ID (required): _____ Vendor Name: _____

SECTION 3: PAYMENT TYPE (CHECK ONE)

- | | | |
|---------------------------------------------------------|--------------------------------------------------------|-----------------------------------------------|
| <input type="checkbox"/> Enterprise/National Car Rental | <input type="checkbox"/> Library Books and Periodicals | <input type="checkbox"/> Utilities |
| <input type="checkbox"/> Fees | <input type="checkbox"/> Memberships | <input type="checkbox"/> Wright Express (WEX) |
| <input type="checkbox"/> International Insurance | <input type="checkbox"/> Postage/Shipping (Outgoing) | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> Legal Services | <input type="checkbox"/> Sodexo/Catering | |

SECTION 4: PAYMENT DETAILS

Business Purposes:

Index	Fund	Account	Amount
Total From Continuation Page			
Total			

SECTION 5: OFFICIAL APPROVAL

Printed Name: _____ Signature: _____ Date: _____
 Principal Investigator Dean/VP/CC President Designee

SECTION 6: REVIEW AND APPROVAL

Printed Name: _____ Signature: _____ Date: _____

Reset

