

## Direct Payment Requests (DPR)

- Do not require PO
- Are allowed for certain categories of payments
- The following categories will require the use of the DPR form:
  - Registration fees
  - Subscription renewals
  - Membership dues
  - Unplanned Equipment repairs
  - Research Subject fees

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- The following categories will also use the DPR process but will have their own forms:
  - Independent Contractor payments
  - Student Travel Reimbursements
  - Visitor Travel Reimbursements
- The DPR process cannot be used to pay invoices for the purchase of products that should have been ordered using a PO