



DISTRICT ACCOUNTS PAYABLE OFFICE  
**OEI - Online Education Initiative**  
**DIRECT PAY REQUEST**  
 (DO NOT USE FOR MILEAGE, TRAVEL,  
 OR PROFESSIONAL SERVICES)

For Accounting Use Only
<b>BANNER ID:</b>
<b>BANNER INV:</b>

Date of Request \_\_\_\_\_ Date Check Required \_\_\_\_\_ Your Reference # \_\_\_\_\_  
 (Optional)

Make Check Payable To:  
 (Please Print)

Remit To Address:  
 (Please Print)

**PLEASE LIST THE INVOICES BELOW:** (PROVIDE COMPLETE EXPLANATION AND ATTACH ORIGINAL RECEIPTS)


**Required:**

INDEX (6 digits)	FUND (6 digits)	ORG (6 digits)	ACCT (4 digits)	PROG (6 digits)	AMOUNT
<b>TOTAL:</b>					

Requested by: \_\_\_\_\_  
 First & Last Name (Please Print)      Extension      Date      EMPLOYEE Signature (Required)

Approved by: \_\_\_\_\_  
 First & Last Name (Please Print)      Extension      Date      APPROVER Signature (Required)

Approved by: \_\_\_\_\_  
 First & Last Name (Please Print)      Extension      Date      APPROVER Signature (Required)