



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 or bill.

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: _____

Index	Fund	Account	Amount
Total			