



Dynamic Forms Direct Payment Instructions

1. Please follow the link below to access the Direct Payment Form:
[Direct Payment Form](#)
2. If this is your first time using Dynamic Forms, create a new account using your NMT email address as your username (i.e. firstname.lastname@nmt.edu). Please see the e Dynamic Forms Account Creation instructions for more information.
3. If you already have an account, log in.

Log In

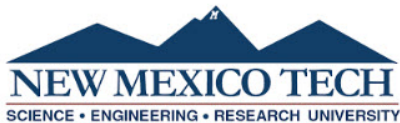
User Name

Password

Log In

[Create New Account](#) [Forgot User Name?](#) [Forgot Your Password?](#)

4. Enter the following information:
 - a. Direct Payment number
 - b. Date
 - c. Department
 - d. Contact (person who Accounts Payable can contact with any questions)
 - e. Department phone number
5. Next enter:
 - a. Payee (Vendor name)
 - b. Address
 - c. City
 - d. State
 - e. Zip
 - f. Phone (optional)



Direct Payment

**Submit completed form with scanned invoice(s) or other required documents for Accounts Payable.
Direct payments are limited to qualified categories below.
Inventoriable property and equipment cannot be purchased on a Direct Payment.**

DP		<input style="width: 100%;" type="text"/>
Date:	*	<input style="width: 100%;" type="text"/>
Dept:	*	<input style="width: 100%;" type="text"/>
Contact:	*	<input style="width: 100%;" type="text"/>
Dept Phone:	*	<input style="width: 100%;" type="text"/>

Payee:	*	<input style="width: 100%;" type="text"/>
Address:	*	<input style="width: 100%;" type="text"/>
City:	*	<input style="width: 100%;" type="text"/>
State:	*	<input style="width: 100%;" type="text"/>
Zip:	*	<input style="width: 100%;" type="text"/>
Phone:	*	<input style="width: 100%;" type="text"/>

Commonly Used Account Codes:

Supplies	710001
Services	710401
Subscriptions and Dues	710010
Software maintenance, renewal, and licenses	710411
Portable computing devices (iPhone, iPad, etc.)	720020
Social Amenities	730001
Advertising	710005
Books Library Use Only	730301

6. Accounting Distribution:

- a. Enter the Index, Account, Activity Code (if needed) and Amount. There is a list of commonly used account codes on the Direct Payment Form if you are not sure what account code to use.

Accounting Distribution:

Index	*Account*	*Activity Code*	*Amount*
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
TOTAL:			\$ 0.00

7. Enter a detailed description of the transaction.

Pre-payments are permitted. NMSA 13-1-98 & 13-1-158 limited by CFR §200.67. Indicate which qualified category this direct payment is for.

**Detailed Description of Transaction
Including Reason for Expense:**

8. Select the transaction type:

Transaction Type:

-- Please Select --

Small Order Payment - Supplies received

Small Order Payment - Services received

Guest speakers, honorariums, contracts for performing arts, entertainment, and non-employee instructors

Individual subscription, membership fees or renewals

9. Select who is the authorized signer for the form. If the authorized signer is someone else, enter the following information:

Who is the Authorized Signer for this form?

Authorized Signer:
(Cannot be the same as Payee)

First Name: Last Name: Title: Email Address:

10. Approvals/Form Initiator:

- a. Click to electronically sign the form.
- b. Add comments if needed.
- c. If it is a rush or special check, select yes. Enter the date the check is needed by and the Index and Account code to charge the rush check fee to.

Approvals

Form Initiator:

Signature: * _____ Date _____

Comments: **Rush or Special Check?**

11. Upload Attachments:

- a. An invoice **must** be attached. The invoice needs to include the invoice number, date, total amount due and description of purchase. Payments will not be made using quotes, pro forma invoices, order confirmations or statements.
- b. For advertisement payments, attach proof or advertisements.
- c. For contract payments, attach contract for service.
- d. For reimbursements, attach receipts that include the date, amount of purchase and proof of payment. Total reimbursement cannot exceed \$1,000.00. **Enter 900# for the payee at the top of the form.** (needs to include last four digits of credit card number used or bank statement)
- e. For payments made later than 60 days from the date of the invoice, you **must** attach a memo explaining the delay.
- f. For payments requiring a Social Amenities Form or a Professional Activities Form, there is an option to fill the form out along with the Direct Payment form or you can attach it if it is already filled out and approved.

Attachments:

May include Proof of Advertisement or Contract for Service
The Invoice(s) must have an invoice number, date, total amount due and description of purchase.
Payments will not be made using quotes, pro forma invoices, order confirmations or statements.

Fill out Social Amenities Form Now?

Note: The Authorized Signer cannot be the same as the Requestor and you will need to select "Someone Else Is" above.
Will be filled out after clicking the 'Submit Form' Button at the bottom of the page.

Fill out Professional Activity Costs Form Now?

Will be filled out after clicking the 'Submit Form' Button at the bottom of the page.

How many invoices would you like to attach?	<input type="text" value="-- Please Select --"/>	Social Amenities:	<input type="button" value="Attach File"/>	Email or Memo:	<input type="button" value="Attach File"/>
---	--	-------------------	--	----------------	--

12. Select either Save Progress or Submit Form: