



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: _____

1. Please read the form instructions.
2. Requestor is the person who prepares and submits the form.
3. Once the form and required documents are ready to submit → Click the link to **Enter a ticket in Aggie Service Desk**. Attach form with invoice/bill or appropriate back up.

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

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

4. Enter the **Vendor Information**: Aggie ID, Name. You must have this to submit. If this does not exist, submit a [Vendor Request](#) form.
5. Do Not use this form to pay a NMSU student or employee.

SECTION 4: PAYMENT DETAILS

Business Purposes: _____

Index	Fund	Account	Amount
Total From Continuation Page			
Total			

6. Enter the **Business Purpose** for the payment. Include dates if applicable.
7. Enter the accounting information (use the continuation page if needed).

SECTION 5: OFFICIAL APPROVAL

Printed Name: _____ Signature: _____ Date: _____

Principal Investigator Dean/VP/CC President Designee

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8. Route to the appropriate authority to complete and sign this section.