



City of Houston
Attachment B to AP 4-11
Direct Payment Form

General Information	Date:
Unit/Department	Phone No:
Contact Name:	Email:
Branch/Program or Project:	

Vendor Information
Vendor No: Vendor Name:
Invoice No: Total Invoice Amount:
Invoicing Date: Payment Method: Check/Wire:

Account Information	
GL Account:	Cost Center:
Fund Center:	WBS Element:
Functional Area:	Business Area:
Fund:	Grant:
Text:	Internal Order No:
Earmarked Fund:	

Type Of Expenditures		
Travel reimbursement or Advance to City Employee	Yes	No
Airfare	Yes	No
Registration fees (i.e., conventions, conferences, and seminars)	Yes	No
Subscription, periodicals, and manuals	Yes	No
Memberships and dues* Duration of Request:	Yes	No
Advertising - Direct Media Buys Only (must use Purchase Order for marketing, creative work, third-party vendor)	Yes	No
Utility bills	Yes	No
Petty cash reimbursements	Yes	No
Refunds (e.g. water deposit refunds)	Yes	No
Land Purchase/appraisal fees	Yes	No
Authorized juror payment	Yes	No
Legal compromise and settlement payments	Yes	No
Postage	Yes	No
Credit Memos (reimbursement)	Yes	No
Late payments	Yes	No
Bond Debit services/fees	Yes	No
Claims/Judgements	Yes	No
Fines assessed against the City	Yes	No
Court Reporters	Yes	No
Other -not listed in above category	Yes	No



City of Houston

If Other, please explain reason Department is not handling as contract, PO, or P-Card and obtain approval signatures from Department Purchasing Unit (DPU) and Chief Purchasing Officer (CPO) below.

* Justification:

If other type expenditure for purchase of goods or services? If **yes**, please explain and complete below approval from DPU and CPO:

DPU Approval	Date:
Chief Procurement Office Approval:	Date:

Prepared By:	Date:
Requested By:	Date:
Approved By:	Date:
Department Director:	Date: