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 Dynamic Forms Account Creation instructions for more information.

3. If you already have an account, log in.

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)
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.

7. Enter a detailed description of the transaction.

8. Select the transaction type:

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

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 if 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.

12. Select either Save Progress or Submit Form: