

**Finance and Operations FO-63**  
**Direct Pay Disbursement Policy (excluding employee travel reimbursements)**

**I. GENERAL**

- 1.01 Direct Pay describes the process for direct payment of purchases of certain goods and services outside the Procurement function. The Sam Houston University Direct Pay Form is the defined method of payment for these purchases.
- 1.02 Purchase of all other goods and services must be made using the P-Card or an execute

***\*Although payments for Entertainment (special events, concerts, bands, etc.) are***