



# Business Intelligence Center Direct Payment System Direct Payment Request Diagram

### Direct Payment Request

**Vendor**  
Vendor: del Alma Restaurant  
Address: 136 SW Washington Suite 102  
Corvallis OR 97333

Invoice No.: 215  
Invoice Date: 02/12/2013

Duplicate invoice number was found in Banner. It has been [reviewed](#) & verified by the originator.

I have reviewed & verified that this invoice has not been paid by OSU

**Business Purpose**  
Summary:  
Who:  
What: Alcohol portion of dinner at del Alma.  
Where: del Alma  
When: 2/12/13  
Why: Dinner to host Physics faculty candidate

Acct	Desc	Project ID	Project Title	Prog	Prog Title	Actv	Actv Title	Amount	Approve	
									Y	N
56600	Public Relations/Entertaining	4110-720000	Department of Physics Unrestricted Fund	01100	OSU Instruction			64.40	<input type="checkbox"/>	<input type="checkbox"/>

**File Attachment**

File	Comment
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Req Doc Id: 78  
Req Date: 02/19/2013  
Revision: 02/19/2013 ([see history](#))  
Status: PENDING

Originator: Dept: QBC - Arts & Sci Business Ctr Email: Phone: (

If Duplicate Invoices were detected a notification will appear. The default entry is that the Approver have verified that this is not a duplicate payment. If the Approver does not approve then uncheck the checkbox.

To Approve or Disapprove check appropriate box, for each line item. Unchecked line items status will remain as PENDING if unchecked.

If originator has attached support documentation it will be viewable here.

After approving /disapproving each line items click Submit.