• Access the TTUHSC Direct Pay Forms from the TechBuy home/shop screen. Scroll down to the bottom of the web page and find TTUHSC Direct Pay - Group of Forms.

• Select the Form for the Direct Pay Expenditure. Hover over the lower part of the box and click the “i” for additional information, i.e., employee reimbursement allowed or not.

• Information available on the left side of the form.
  √ Account code identified must be used.
  √ Link to TTUHSC OP 72.03 Direct Pay Expenditures.
  √ Links to additional forms if required for this expenditure.

• Enter the required items on the form or attach documents to the form:
  √ Vendor
  √ If invoice gives a “Remit-To Address” and it is different than the address of the vendor just entered, proceed to column on the right side of the form “Remit-To Address” and complete.
  √ Business Purpose
  √ Product Description should be relevant and precise.
  √ Attach invoice.
  √ Attach supporting documentation.
  √ ENTER INVOICE AMOUNT ONLY - Do not enter invoice #, due date or invoice date.
√ Check Disbursement Instructions should be used only if the check needs to be sent to the attention of a specific person.

- After all information is entered, go to the top of page.

Available Actions: Add and go to Cart △ ![Go](#)

Select Go, if entering single invoice.

Creating lines for one invoice and using multiple FOAPs:
  - Go to the Line and Header FOP Summary.
  - Go to line item and click **Edit**.
  - Click **Add Split**, and enter your lines.

Available Actions: Add to Cart and Return △ ![Go](#)

Select Go, if entering multiple invoices, same vendor only.

A Fund Manager will receive an email to approve the invoice. A Requisition will be created with an identifying #: The requisition will route to Accounts Payable. When AP approves the requisition, simultaneously a PO and an e-Invoice is created and the payment processes as a “V9xxxxxx”.

- **DO NOT MAIL** the invoice and supporting documents to Accounts Payable. All payment information and history is in TechBuy.

- All questions or assistance should be directed to Accounts Payable and not the Purchasing Department.
  Contact information is as follows:
  - Accounts.Payable@ttuhsc.edu
  - Payment Services: 806-743-7826