The Direct Payment System is for processing OSU Foundation (OSUF) payments directly to an individual or a vendor. The payment request is initiated electronically and is complete when the transaction has been approved and printed. Printing the Direct Payment Request begins the action of electronically forwarding the request to the OSU Foundation.

1) Login and Locate the OSU Direct Payment System page.

2) Next move your cursor over “Direct Payment” and select “Search Requests” OR locate your request on your “Pending Direct Payment Requests Originated by You” (see page 2).

Choose one of the following search criteria to locate your document:

From the Direct Payment System home page, scroll through the “Pending Direct Payment Requests originated by you” to locate the document to revise.
3) Either method should populate your Direct Payment Request as demonstrated below. Click the Revise button to proceed.

4) Clicking revise will populate the Direct Payment Request in an editable format. Any element of the original entry can be changed, beginning with the Vendor Name through the Account Coding. Once the changes are complete, click Next.

If the Invoice Number was identified in Banner as a duplicate during the original entry, the Caution Message will reappear. Follow the steps necessary for verifying the invoice has not been paid, returning to the Direct Payment Request. Click Next.

5) Next select Submit or Cancel. Cancel returns to the Payment Request. Submit forwards the Direct Payment Request to the OSU Foundation for review and approval, returning you to the Direct Payment System home page.