

DIRECT PAYMENT

VENDOR NUMBER _____

DATE 05/28/21

PAYABLE TO:	HYC Advisor				
MAIL TO:					
STREET					
CITY		STATE		ZIP CODE	

ARTICLES OR SERVICES	AMOUNT
Hayward Youth Conference Prize - Ipad 8	\$ 364.51
Hayward Youth Conference Prize - Airpods	\$ 173.71
NOTE: An invoice, receipt or statement must be submitted to Accounting with this claim.	TOTAL 538.22

EXPENDITURE SEGREGATION							SPECIAL INSTRUCTIONS
FUND	DEPT	DIV	PROG	OBJECT	PROJECT	AMOUNT	
					CC002		
							RETURN CHECK TO:
					TOTAL	-	

Rita Perez x4801

PREPARED BY: Merry Monlux, Deputy City Clerk

***Note:** The Direct Pay form is to be used for payments such as: Credit Card Bills, Developer Contract Refunds, Other Refunds, Employee Reimbursements and Utilities such as AT&T, PG&E, Verizon, Waste Management, and Water (SFPUC).

"Munis Receiving" is not required on Direct Payment.

Approval Signature is not required on this form. However, this still needs to go through Munis Workflow to be approved by Department. Accounts Payable will only be able to generate AP vendor checks when it is all approved in Munis.