

## COMPLETING A DPA

1. Go to [wiup.wiu.edu](http://wiup.wiu.edu), and select the WIUP icon. If you agree to the Access Agreement, select 'Yes, I agree'. Enter your MVS User ID and password and select 'Signon'. In the display box, type DPAU and press Enter.
2. Please put any useful information into the comments section, e.g.: date, location, and attendees for a conference, if the information attached is the only information available, if the invoice is split with other DPA's, if you want us to call when the check is ready so you can pick it up.
3. What to attach to the back of a DPA:
  - Original invoices/receipts
  - All invoices and supporting documentation smaller than 1/2 page should be taped flat to an 8 1/2 x 11 sheet of white paper.
  - Proof of payment if we are reimbursing an individual
  - Statement and receipts if the DPA is payable to corporate card: e.g. Wal-Mart, Hy-Vee
  - Itemized receipts when reimbursing for a meal
  - Documentation which indicates date, location, attendees, conference name and conference registration fees
  - Completed Prompt Submission form if the payee is a WIU employee and the expenditure or conference date is over 60 days old [http://www.wiu.edu/vpas/business\\_services/accounting/forms.php](http://www.wiu.edu/vpas/business_services/accounting/forms.php)
  - Performance contract when needed <http://www.wiu.edu/vpas/purchasing/forms.php>
4. Please obtain appropriate approvals when needed e.g.: \$1000 or more VP approval. Please consult the purchasing office website for any additional approval requirements that might apply, and to get more information regarding services requiring a university contract.  
[http://www.wiu.edu/vpas/administrative\\_procedures\\_handbook/purchasing.php#contractsleases](http://www.wiu.edu/vpas/administrative_procedures_handbook/purchasing.php#contractsleases)  
<http://www.wiu.edu/policies/busexp.php>  
<http://www.wiu.edu/policies/gifts.php>
5. Please make sure there are sufficient funds to cover all of the expenses on the DPA before sending to Business Services.
6. When all the steps are completed, send to Business Services and allow 3-5 business days for payment to be processed. Incomplete or incorrect documentation may require additional processing time.
7. If there are any questions regarding a DPA, please contact the Accounts Payable office at (309)298-1811.