

TOP REASONS WHY YOUR DPR WAS NOT PAID WITHIN TWO WEEKS.

- ❑ No Payee Data Record Form on file in Procurement or in the CMS vendor file.
- ❑ Reimbursement not allowed on DPR.
- ❑ Missing receipts and/or attendees list.
- ❑ Information on form is incorrect or missing.
- ❑ Approval signatures are missing.
- ❑ Approver is not authorized to expend funds from Dept ID listed on DPR form.