



ACCOUNTS PAYABLE VOUCHER

Payment To:

Street SU Box

City State Zip

Payee is a(n) - (check all that apply):

*Employee Alumnus Student Parent Outside Vendor US Citizen International (Contact HR-Glacier Review Required) Incorporated

Payment is for a(n) - (check all that apply):

Product Reimbursement Refund

Completed W-9 is:

Service (W-9 Required)..... Attached On File in A/P

Honorarium (W-9 Required)..... Attached On File in A/P

Account	Project	Amount	Explanation of Payment (attach supporting documentation)
1 -		<input type="text"/>	<input type="text"/>
1 -		<input type="text"/>	<input type="text"/>
1 -		<input type="text"/>	<input type="text"/>
1 -		<input type="text"/>	<input type="text"/>
1 -		<input type="text"/>	<input type="text"/>
1 -		<input type="text"/>	<input type="text"/>
Total Payment		<input type="text"/>	Currency Rate Used <input type="text"/> Date <input type="text"/>

Payment Processing Instructions

Pick up at Cashier's counter Send to Department Foreign bank draft required

Send to mailing address Other

The Controller's Office prints checks on Mondays and Thursdays. If the AP Voucher is...

- Received by 5:00pm Monday - Check available for pickup on Thursday at 3:00pm
- Received by 5:00pm Wednesday - Check available for pickup on Monday at 3:00pm

Date needed:

Please refer to print schedule displayed on the left.

*Payments made to employees will be directly deposited into their "primary" payroll bank account unless otherwise requested.

(Exception Basis Only) Issue check in place of direct deposit

Prepared by: Phone Ext: Department: Authorized by: