

ACCOUNTS PAYABLE VOUCHER

Payment To:

Street SU Box

City State Zip

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

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

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

- Product
- Reimbursement
- Refund
- Service (W-9 Required).....
- Honorarium (W-9 Required).....

Completed W-9 is:

- Attached *On File in A/P
- Attached *On File in A/P

*Refer to the [Form W-9 Search Tool](#) on the Accounts Payable website.

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 the Controller's Office, 80 Federal Street
- Send to Department
- Foreign bank draft required
- Send to mailing address
- Other

The Controller's Office prints checks each Thursday morning. As a general rule, vouchers received by Monday, 5:00pm will be included in the payment run. Note: This could be delayed if questions surface related to policy processes such as an I/C review or adequate funding.

Date needed:

Please refer to print schedule displayed on the left.

***IMPORTANT TO NOTE:** Please do not use this form for EMPLOYEE expense reimbursements; these expenses should be submitted through Workday Expenses.

Prepared by:	Phone Ext:	Department:	Authorized by:
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