



# ACCOUNTS PAYABLE VOUCHER

Payment To:	<input type="text"/>	Student ID	<input type="text"/>
Street	<input type="text"/>		SU Box <input type="text"/>
City	<input type="text"/>	State <input type="text"/>	Zip <input type="text"/>

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

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

<input type="checkbox"/> *Employee	<input type="checkbox"/> Alumnus	<input type="checkbox"/> Product
<input type="checkbox"/> Student	<input type="checkbox"/> Parent	<input type="checkbox"/> Reimbursement
<input type="checkbox"/> Outside Vendor		<input type="checkbox"/> Refund
<input type="checkbox"/> US Citizen		<input type="checkbox"/> Service (W-9 Required).....
<input type="checkbox"/> International (Glacier Review Required - Contact Payroll)		<input type="checkbox"/> Honorarium (W-9 Required).....
<input type="checkbox"/> Incorporated		

Completed W-9 is:

Attached     \*On File in A/P

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\*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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