

# ACCOUNTS PAYABLE VOUCHER

Payment to:

Student ID:

Street:

SU Address:

City:

State:

Zip:

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

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

Vendor

Alumnus

Product

Prize/Award

Student

Parent

Reimbursement

Fellowship

\*Employee (Rarely used - please see note below)

Refund

US Citizen/Permanent Resident

Service ([W-9 Required](#))

Attached

[\\*On File in AP](#)

International/in US (GLACIER req'd-contact Payroll)

Honorarium ([W-9 Required](#))

Attached

[\\*On File in AP](#)

International/outside US ([Foreign Source Statement req'd](#))

Account (4)	Project (6)	Amount	Explanation of Payment (attach supporting documentation)
-------------	-------------	--------	--

Currency Rate Used:

Today's Date:

## Payment Processing Instructions

Pick up (216 Maine St/Cashier Counter)

Send to my Department

Send w/enclosure

Direct Deposit

Send to the mailing address

Other

The Controller's Office processes payments each Thursday morning. As a general rule, vouchers received by Monday, 5:00 p.m. 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:

### **\*PAYMENTS TO EMPLOYEES:**

**Expense Reimbursement:** Expenses for regular and casual employees should be submitted through Workday Expenses.

**One-Time Payment:** Additional compensation for employees must be processed through Workday Payroll; contact Human Resources.

Prepared by:

Department:

Approval: