

# VOUCHER INSTRUCTIONS

Instructions are broken down into **5 sections** where critical information is required on the Voucher form. Incomplete forms and insufficient documentation will slow down the payment process. Read and follow directions carefully.

**1. Name of Organization: EXACTLY AS REGISTERED** with Registered Organizations Office. **NO Abbreviations!!**

**2. Vendor/Payee Information: Name, address, and identifying number of payee MUST be listed.**

**a. Payee ID Number:**

- Student UIN: If payee is a UIUC affiliate (student, faculty, or staff), enter their UIN/I-Card #. *When reimbursing/transferring money to a University department or another RSO, cross out Student UIN and write "FOAPAL # or RSO Fund #" along with appropriate number money is to be transferred into.*
- Vendor Banner #: If payee is a non-UIUC affiliate (person, business, group), they will have a unique # beginning with @ followed by a sequence of #s. If payee has been paid by UIUC before, write "payee paid in past" so staff can look up #. When paying an outside checking account for your organization, enter Banner # that was assigned to your outside account. *If it is the first time a vendor is being paid, submit payee's completed Vendor Information Form along with Voucher and write "VIF included."*

**b. Make check payable to:**

- An address must be listed regardless of payment delivery method. If payee is a UIUC affiliate (student, faculty, staff) their address **MUST** match what they is listed in the Banner System (Nessie/Enterprise).

**c. Delivery method: OBFS does not make copies! Organization MUST provide copies.**

- Mail to: Check will be mailed directly to payee when processed. **Treasurer must provide additional copies of any documentation to be mailed with the check.**
- Direct Deposit: Checks will be issued as a direct deposit for students, faculty, and staff. Questions regarding direct deposit sign up should be directed to the Cashiers Office in Henry Administration Building.

**3. Invoice Information:**

- This section is for payment information. Clearly identify what payment is for. For a cash advance, write "cash advance" and specify what money will be used for. If more than one, list each receipt/invoice on separately.
- For SORF Allocation, you must write "SORF Allocation" followed by specific funding period in which money was allocated and summary description of expenses. If you also need to contribute RSO funds along with SORF allocation, you must write "RSO contribution for difference" and the amount. Enter the total dollar amount.

**4. FOAPAL:**

- **Fund** - Enter the last 4-digits of your RSO or Charity Account number. If voucher is for donation to a charity, it must be made from the Charity Account. Funds can NOT come out of the RSO Account for charity donations!
- **Chart** ("1) **Organization** ("389005") **Account** ("142900") and **Program** ("199000") should already be provided on form.
- Enter total dollar amount - Invoice Total **MUST MATCH** FOAPAL Total.
- OBFS will not process vouchers if an account has insufficient funds to cover expenses.

**5. Organization Approvals**

- Treasurer's signature is required. If treasurer is payee, President must co-sign.

## **REMEMBER:**

Documentation (bill, receipt, contract, letter or agreement) must be original. Copies NOT accepted. Name on bill/receipt matches payee. Reimbursement must be made to the individual that actually paid the bill, requiring proof of purchase (receipt, invoice, contract, etc.) **AND** proof of payment (credit card statement, canceled check, RSO/Charity account balance statement) by payee.

Receipts must be itemized, clearly identifying items purchased. All small pieces of original supporting documentation (receipts, boarding passes, name tags, etc.) must be taped to an 8.5 x 11 sheet of paper. Entire transaction including place where purchase was made is visible on receipt. Stapled documents and scraps of paper hanging over sides will NOT be accepted.

Adding machine tape of new "total" with correct tax amount must be included when **1)** submitting more than 3 receipts on one voucher, **2)** alcohol purchases are on the bill/receipt, and **3)** only reimbursing for specific items on a receipt. If an alcohol purchase is included on a receipt, the amount of the alcohol and its tax must be subtracted from the total. It is possible to pay an amount less than the bill/receipt, but never possible to pay an amount more than the bill/receipt indicates. An adding machine is available for your use in Illini Union Room 284.