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Complete this form in one of two ways:

1. Complete the form online. Print and sign it. Submit it following the instructions on the form.

OR

2. Print the form. Enter your information. Sign it. Submit it following the instructions on the form.

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# Organization Fund Disbursement Voucher

Name of Organization: \_\_\_\_\_

## Vendor/Payee Information

Payee ID Number: \_\_\_\_\_

University Use Only Banner Doc #:
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Student UIN: \_\_\_\_\_

Vendor Banner #: \_\_\_\_\_ Vendor FEIN: \_\_\_\_\_

Make check payable to:

Last Name, First Name OR Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

Payment Method:

U of I students, faculty, staff - ACH Direct deposit as on file in Banner.

If the payee does not have Direct Deposit set up in Banner, select one:

Mail check to payee.  Yes, include copy of invoice/payment voucher.

When check is ready for pickup at Cashier, call \_\_\_\_\_ at \_\_\_\_\_

## Invoice Information

Invoice or Transaction Date	Invoice/Doc #	Description/Reason for Payment Attach receipts, invoices, or supporting documents	Amount
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
			Total _____

## FOAP

Chart	Fund	Organization	Account	Program	Amount
_____	90	_____	_____	199000	_____

## Organization/University Approvals

Items on this voucher are appropriate to the organization's purpose and comply with the Organization's Fund Policies and Procedures.

\_\_\_\_\_ Fund availability verified by University Accounting

Organization Financial Officer (Treasurer/President) \_\_\_\_\_

Secretary of the Fund \_\_\_\_\_

### Voucher Bookkeeping

Previous balance brought forward	_____
SUBTRACT total automatic University payments	_____
Subtotal	_____
ADD total deposits made since previous voucher	_____
New amount available to spend	_____
SUBTRACT AMOUNT OF THIS VOUCHER	_____
Amount available after check issued for this voucher (Carry this balance forward to the next voucher)	_____

### Submit this form to:

**Chicago Campus**  
Office of Campus Programs  
Student Center East  
Room 340 MC118  
750 S. Halsted  
Chicago, IL 60607-7012

**Urbana-Champaign Campus**  
Office of Registered Organizations  
284 Illini Union  
1401 W. Green St.  
Urbana, IL 61801