

**MICHIGAN STATE**  
UNIVERSITY

**STUDENT ACCOUNT PAYMENT VOUCHER**

PAYEE	ACCOUNT TO BE CHARGED
NAME _____	RSO NAME
ADDRESS _____	
CITY, STATE, ZIP _____	
NET ID (MSU email) _____	ACCOUNT NUMBER
TAX ID (for vendors) _____	
Reimbursements to MSU faculty/staff/students require Net ID. Payments to outside vendors/non-MSU employees will need tax id/social security#. W9 may be requested	AMOUNT
EXPLANATION OF EXPENSE. PLEASE GIVE THE BUSINESS PURPOSE INCLUDING EVENT DETAILS OR THE REASON FOR EXPENSE IN SECTION BELOW.	TOTAL OF EACH RECEIPT OR INVOICE SUBMITTED
<b>RUSHED PICK UP CHECK - A \$15.00 fee will be charged to the organization's MSU account.</b> <b>OR</b> <b>RUSHED MAIL TO PAYEE CHECK - A \$15.00 fee will be charged to the organization's MSU account.</b>	
<b>INSTRUCTIONS:</b> Scan with original signatures and email this voucher with receipts, invoices, authorizations and supporting documents using your MSU email account to: <u><a href="mailto:StuOrgs@vps.msu.edu">StuOrgs@vps.msu.edu</a></u> <b>OR</b> Submit documents to the RSO Central Business Office in Student Life Room 101 Student Services Building	
I certify that this payment is appropriate, correct and made in accordance with my RSO's Constitution, The Registered Student Organization Handbook, and University Policy and Procedure.	
Payee Signature _____	Grand Total
<i>MSU Students Only</i> _____ DATE _____	
Officers Name _____	
Officers Signature _____ DATE _____	
Officers Title _____	
Officers MSU Email _____ @msu.edu	
Officer must be an authorized signer on the account on file with Student Life	
Voucher Preparer _____ DATE _____	
Advisor Name _____	
Advisor Signature _____ DATE _____	
<b>Required for over \$500.00</b>	
<b>OFFICE USE AREA</b>	
SUFFICIENT FUNDS _____ SIGNATURES VERIFIED _____	VOUCHER RECEIVED _____ PAYMENT SUBMITTED _____ PAYMENT FINAL DATE _____