

MICHIGAN STATE UNIVERSITY

STUDENT ACCOUNT PAYMENT VOUCHER

PAYEE		ACCOUNT TO BE CHARGED		
NAME _____	ORG NAME _____			
ADDRESS _____	ACCOUNT NUMBER _____	OBJECT CODE _____	AMOUNT _____	
CITY, STATE, ZIP _____	_____	_____	_____	
NET ID (MSU EMAIL) _____	_____	_____	_____	
TAX ID _____	_____	_____	_____	
Reimbursements to MSU faculty/staff/students require netid. Payments to outside vendors/non-MSU employees will need tax id/social security #		_____	_____	_____
REASON FOR PAYMENT WHERE A REFUND IS INVOLVED. GIVE THE RECEIPT/INVOICE NUMBER THAT RECORDED PAYMENT				
<input type="checkbox"/> RUSHED CHECKS-- A \$15.00 fee will be charged to the organization's MSU account.				
INSTRUCTIONS: Scan and email this voucher with receipts, invoices, authorizations and supporting documents using MSU email account to: <div style="text-align: center;">StuOrgs@vps.msu.edu</div> OR Submit documents to Central Business Office, 101 Student Services Building				
I certify that this payment is appropriate correct and made in accordance with University Policy and Procedure				
Payee Signature _____			DATE _____	
<i>MSU Students Only</i>	_____			
Officers Name _____	_____			
Officers Signature _____	_____			
Officers NET ID _____	_____		DATE _____	
Voucher Preparer _____	_____			
Advisor Name _____	_____			
Advisor Signature _____	_____			
over \$500.00	_____		DATE _____	
OFFICE USE AREA				
SUFFICIENT FUNDS _____		VOUCHER RECEIVED _____		
SIGNATURE VERIFIED _____		PAYMENT SUBMITTED _____		
		PAYMENT FINAL DATE _____		