

MICHIGAN STATE UNIVERSITY

STUDENT ACCOUNT PAYMENT VOUCHER

PAYEE	ACCOUNT TO BE CHARGED	
NAME _____ ADDRESS _____ CITY, STATE, ZIP _____ NET ID (MSU email) _____ TAX ID (for vendors) _____	RSO NAME _____ ACCOUNT NUMBER _____	
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	
*OPTIONAL RUSH CHECK SECTION A rush check should only be used for emergency payment situations. <input type="checkbox"/> RUSHED PICK UP CHECK - <u>A \$15.00 fee will be charged to the organization's MSU account.</u> <div style="text-align: center;">OR</div> <input type="checkbox"/> RUSHED MAIL TO PAYEE CHECK - <u>A \$15.00 fee will be charged to the organization's MSU account.</u>		
INSTRUCTIONS: Scan with original signatures and email this voucher with receipts, invoices, authorizations and supporting documents using your MSU email account to: <u>StuOrgs@vps.msu.edu</u> OR 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 _____ <i>MSU Students Only</i> _____ DATE _____	Grand Total	
Officer's Name _____ Officer's Signature _____ DATE _____ Officer's Title _____ Officer's MSU Email _____@msu.edu		
Payee cannot sign as officer; another authorized officer is required to sign. No one is to sign off on their own reimbursement for good accounting practice. Officer must be an authorized signer on the account on file with Student Life.		
Voucher Preparer _____ DATE _____		
Advisor Name _____ Advisor Signature _____ DATE _____		
Required for over \$500.00		
OFFICE USE AREA		
SUFFICIENT FUNDS _____ SIGNATURES VERIFIED _____		VOUCHER RECEIVED _____ PAYMENT SUBMITTED _____ PAYMENT FINAL DATE _____