
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.

Organization Fund Disbursement Voucher

Name of Organization: _____

Vendor/Payee Information

Payee ID Number: _____

University Use Only Banner Doc #:

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