



VOUCHER CHECKLIST



Vouchers that have incomplete or inaccurate information will be returned to the treasurer for correction, delaying processing time of the request. Make sure you have correctly prepared your Voucher.

1. **Name of Organization:** Organization must be registered with current information on file. Name must be **EXACTLY AS REGISTERED** with the Registered Organizations Office. Abbreviations will not be accepted.
2. **Vendor/Payee Information: Name, address, and UIN or Vendor Banner Number MUST be listed.**
 - a. **Payee ID Number:**
 - Student UIN: If payee is a UIUC affiliate (student, faculty, or staff), enter their UIN/I-Card #.
 - Vendor Banner #: If payee is a non-UIUC affiliate (person, business, group), they will have a unique number beginning with @ and followed by a sequence of numbers which is assigned by OBFS. If this is the first time a vendor is being paid, vendor's completed Vendor Information Form must be submitted with Voucher. All subsequent payments to vendor thereafter must include their assigned Vendor Banner #. When submitting Vendor Information Form with packet, simply write "VIF attached."
 - When reimbursing or transferring money to a University department or another RSO, scratch out Student UIN, Vendor Banner # or Vendor FEIN and include the department's FOAPAL number in the Payee ID Number area.
 - b. **Make check payable to:**
 - An address must be listed regardless of payment delivery method. If payee is a UIUC affiliate their address **MUST** match what they have listed in the Banner System (Nessie/Enterprise).
 - c. **Delivery method: OBFS does not make copies! Organization MUST provide copies.**
 - Pick-up: Check can be obtained by payee or treasurer at the Cashiers Office within 5 business days with University ID. **Treasurer MUST include an additional copy of the voucher for all pick-up requests.** The original will remain on file with OBFS and the copy will be included with the check at the time of pick up.
 - Mail to: Check will be mailed directly to payee when processed. **Treasurer must provide additional copies of any documentation to be mailed with the check.**
 - Direct Deposit: Checks will be issued as a direct deposit for students, faculty, and staff. If you have questions regarding how to sign up for direct deposit, direct them to the Cashiers Office in Henry Administration Building.
3. **Invoice Information:**
 - This section is where you clearly identify what payment is for. For a cash advance, specify what money will be used for.
 - For SORF Allocation, you must write "SORF Allocation" followed by specific funding period in which money was allocated and the purpose. If you are also contributing RSO funds along with SORF allocation, you must write "RSO contribution for difference" and the amount.
4. **FOAPAL:**
 - Fund - Enter the last 4-digits of your RSO or Charity Account number. If voucher is for donation to a charity, it must be made from the Charity Account. Funds can NOT come out of the RSO Account for charity donations!
 - Organization - Enter "389005"
 - Account - Enter "142900"
 - Invoice Total **MUST MATCH** FOAPAL Total.
 - OBFS will not process vouchers if an account has insufficient funds to cover expenses.
5. **Organization Approvals**
 - Treasurer's signature is required. If treasurer is payee, President must co-sign.

REMEMBER:

Documentation (bill, receipt, contract, letter or agreement) must be original. Copies NOT accepted. Name on bill/receipt matches payee.

Receipts must be itemized, clearly identifying items purchased. All small pieces of original supporting documentation (receipts, boarding passes, name tags, etc.) must be taped to an 8.5 x 11 sheet of paper. Entire transaction including place where purchase was made is visible on receipt. Stapled documents and scraps of paper hanging over sides will NOT be accepted.

Adding machine tape of new "total" with correct tax amount must be included when **1)** submitting more than 3 receipts on one voucher, **2)** alcohol purchases are on the bill/receipt, and **3)** only reimbursing for specific items on a receipt. If an alcohol purchase is included on a receipt, the amount of the alcohol and its tax must be subtracted from the total. It is possible to pay an amount less than the bill/receipt, but never possible to pay an amount more than the bill/receipt indicates. An adding machine is available for your use in Illini Union Room 280.