UNIVERSITY OF ILLINOIS
URBANA-CHAMPAIGN • CHICAGO • SPRINGFIELD

Organization Fund Disbursement Voucher

Name of Organization: _____

Vendor/Payee Information

Payee ID number:

○ Student UIN: _____

○ Vendor Banner #: _____ Vendor FEIN: _____

University Use Only:

Banner Document # _____

Make check payable to:

Last name, first name OR company name _____

Address 1 _____

Address 2 _____

City _____ State ___ ZIP _____

Delivery method:

○ I will pick check up at Cashier. If you have questions, call me at: _____ (Bring your University ID card.)

○ Mail check to the payee.

☐ Yes, include copy of invoice/payment voucher.

Invoice Information

Invoice or Transaction Date	Invoice/Doc #	Description/Reason for Payment Attach receipts, invoices, or supporting documents	Amount

Total _____

FOAPAL Chart	Fund	Organization	Account	Program	Activity (Optional)	Location (Optional)	Amount
1	90	389005	142900	199000	xxxxxxxxxxxxxxxxxxxx	xxxxxxxxxxxxxxxxxx	
	90			199000			

Total _____

Organization Approvals

Items on this voucher are appropriate to the organization's purpose and comply with the Organizations Fund Policies and Procedures.

Organization Financial Officer (Treasurer/President)

University Approvals

Fund availability verified by University Accounting Services

Secretary of the Fund

Submit this form to:

Chicago Campus
Accounting
4th Floor, Room 413, M/C 548
809 South Marshfield Avenue
Chicago, IL 60612-7204

Pick up check at Cashiers

Urbana-Champaign Campus
Office of Registered Organizations
280 Illini Union
1401 West Green Street
Urbana, IL 61801

Pick up check at Cashiers

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 is issued for this voucher (Carry this balance forward to the next voucher)	$ _____

Organizations are reminded to make a copy of this voucher for their records.