

MICHIGAN STATE UNIVERSITY

DIRECT PAYMENT VOUCHER

INSTRUCTIONS:

1. Prepare according to Manual of Business Procedures
2. Submit original (with signatures) and one copy marked "copy" in the lower right corner
3. Mail to: Voucher Processing
Room 360, Administration Building

<p>PAYEE</p> <p>NAME _____</p> <p>ADDRESS _____</p> <p>TAX ID _____</p> <p>PURPOSE: This voucher is to be used when the issue of a requisition and purchase order is not possible because of the nature of the payment</p>	<p>ACCOUNT TO BE CHARGED</p> <p>DEPARTMENT _____</p> <p>ADDRESS _____</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 30%;">ACCOUNT NUMBER</th> <th style="width: 15%;">UNIT CODE</th> <th style="width: 15%;">OBJ. CLASS</th> <th style="width: 40%;">AMOUNT</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> </tbody> </table>	ACCOUNT NUMBER	UNIT CODE	OBJ. CLASS	AMOUNT																								
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<p>PLEASE BE EXPLICIT IN THE REASON FOR EXPENDITURE WHERE A REFUND IS INVOLVED. GIVE THE RECEIPT NUMBER THAT RECORDED PAYMENT.</p>		<p>AMOUNT</p>																											
<p>I CERTIFY THIS PAYMENT IS APPROPRIATE, CORRECT, AND MADE IN ACCORD WITH UNIVERSITY POLICY AND PROCEDURE.</p> <p>APPROVED _____ UNIT ADMINISTRATOR _____ DATE _____</p> <p>TELEPHONE: _____ EMAIL: _____</p>		<p>TOTAL PAYMENT</p>																											
<p>BUDGET APPROVAL _____ DATE _____</p> <p>VOUCHER PREPARED BY: _____</p>	<p>AUDIT</p>	<p>CHECK NUMBER AND DATE</p>																											