



How to Process a Voucher (Accounts Payable)

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Overview:

The Southern Illinois University Foundation (Foundation) solicits, holds, and distributes private support for the benefit of Southern Illinois University (University), its students and community.

This document is to assist the budget officer in completing request for payment from a Foundation account. See the Awarding Scholarships document for information on how to process scholarship payments.

Acceptable Expenditures

Foundation Purchasing Guidelines

The Foundation is a separate 501(c)3 entity. The Foundation has elected to follow the University's purchasing guidelines with a few exceptions. To review these guidelines see the Foundation forms and instructions page which can be found on our website by first clicking on the Foundation Services link on the bottom right of the webpage and then clicking on the Forms and Policies link. Scroll down to the Accounts Payable Forms and Policies section and select the Purchasing, Receiving, and Disbursement Guidelines and Procedures.

Account Restrictions

Donor's have the ability to restrict the use of their contribution. Each Foundation account has a purpose or restriction. Before submitting a voucher, the budget officer needs to check to make sure the request for payment meets these restrictions.

To determine the account's restrictions, there are several reports available to the budget officer on the Foundation's accounting system. Please log into the system and run one of the following reports:



- AdminProvisions_Short_1 – Key account information all on one page
- AdminProvisions_FullText_1 – Key account information on a separate page in case the text is longer than 250 characters.

Process

Checking for funds available

Before submitting a transaction for payment the budget officer should check the account balance. This can be accomplished by running the SIUF_1_Spendable_Cash report using today's date as the report date and the first day of the fiscal year as the start date. The budget officer can run the report for just an account, all in the department or in the division (college) if the staff member has access to the accounts.



Forms

All of our forms are located on our website. Select the Foundation Services button at the bottom of the home page and then click on the "Forms and Policies" link. Several of the forms you may need are found under the Accounts Payable section.

Purchase Request

If the budget officer plans to make a payment for goods OR services for an amount of \$5,000 or more, a purchase requisition is required.

Invoice Voucher

The Foundation takes its stewardship of accounts seriously. The Foundation is audited by several agencies. Documentation of the use of the donor's funds is important. The following are forms needed for the processing of a request for payment.

Expense Certification Form

The Expense Certification form is used to document expense over \$10 for which there is no receipt to submit. Please make every attempt to obtain all receipts, regardless of the amount.

Travel Expense Form

The travel expense form is used to document trip expenses and request reimbursement.

Timing of payment

It takes roughly a week to process a voucher and mail the check. Vouchers requiring additional signatures may take longer to process. Please allow enough time between submission of the voucher and the due date. Obtaining all required signatures prior to submitting the voucher to the Foundation will expedite the payment process.

Checking Reports for payments

Tracking cash items in an account can be accomplished by running the SIUF_1_Spendable_Cash report using today's date as the report date and the first day of the fiscal year as the start date. Drill down on the blue number in the Expenditures Column for this fiscal year's cash activity.

You may also use the more detailed report for looking up a scholarship payment. This report is the GL9103S. This report will give you the date of the check and the check number. These are helpful to have when researching the posting of the payment with the Financial Aid Office.

Account / Description	Beginning Cash	Revenue	Expenditures	Transfers	Ending Cash	Projected July 1 Transfer from Endowment	Projected July 1 Cash	Input Error in Cash Report? Y/N
1 00995 Lost Vendors Account	2,148.29	0.00	0.00	0.00	2,148.29	0.00	2,148.29	N

FAQ

What information is required to be attached to the voucher?

The body of the voucher should answer the questions – who?, what?, where?, when?, and how much? The information required to be attached to a voucher would include all source documents (original receipts, invoices (NOT statements), contracts, etc.) that support the reimbursement amount. In addition, depending on the situation, supplemental forms such as the travel form, entertainment expense form, expense certification form, W9, preapproval form, purchase order documentation, contractual service voucher, and the independent contractor analysis form may also be required.

How do I get training on the Foundation's accounting systems?

Kristy McClurken is responsible for all Budget Officer Web Maintenance. You may contact her at kristym@foundation.siu.edu or (618) 453-4905.

Where are the forms located?

All of our forms are located our website. Select the Foundation Services button at the bottom of the home page and then click on the "Forms" link.

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FORMS

Some introductory information regarding the forms on this page. Make sure you read the instructions on how to use the forms. The name of the budget officer she has some instructions that could be updated and used. There is also a form for "Key Fields & Policies for Forms". What do you want to do with this?

Solicitation Request Forms

- Check List for Solicitations
- Solicitation Request Form
- Solicitation With Premium
- Solicitation and Pledge Templates
- Event Approval Form

Donor Forms

- Electronic Funds Transfer (EFT) Form
- Payroll Deduction Form

Gift Accounting Forms

- Contribution/Other Revenue Deposit Form
- Contributions with a Non-Tax Deductible Portion Deposit Form
- University Cash Gifts or University Related Organization (URO) Cash Gifts
- Gift-in-Kind (GIK) Instructions
- Gift-in-Kind (GIK) Form
- Special Event GIK Form
- Transmittal Cover Sheet for Special Event GIK Form

Accounts Payable Forms

- Expense Certification Form
- Travel Expenses Form
- Entertainment Expenses Form
- Purchase Requisition (Campus Forms) Carbondale Springfield
- Invoice Voucher Instructions
- Invoice Voucher
- Scholarship Voucher Instructions
- Scholarship Voucher

Account Maintenance Forms

- New Budget Officer - Delegate - Proxy Forms

CONTACT INFORMATION

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Further questions please contact see our contact link:

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