

Individuals to claim official business related expenses for payment use the SIU Foundation Invoice Voucher. The Documentation of Entertainment Expenses must accompany all invoice vouchers requesting payment of entertainment expense. The Documentation for Reimbursement of Travel Expenses must accompany all invoice vouchers requesting reimbursement of travel expense. The Documentation of Reimbursement for Petty Cash must accompany all invoice vouchers requesting reimbursement of petty cash expense. The Contractual Service Voucher must accompany the invoice voucher if requesting payment to or on behalf of a non-resident alien. The Independent Contractor Analysis form must accompany all invoice vouchers requesting payment for services in the absence of a traditional invoice or contract.

Upon completion and printing the pages, the seller's certification located on the first page must be signed in ink if a vendor's invoice does not exist. The certification is important and should be easily read.

### **About the Invoice Voucher:**

The Invoice Voucher is a PDF file requiring the complimentary Adobe Reader software. There are two pages to this file. The first page is the main page. The second page is the vendor copy that automatically completes as the first page is filled out. **NOTE:** You may only save form data with purchased Adobe Acrobat software. When saving, be sure you are clicking the Acrobat save button, not your browser's save button. Once completed and signed by the Budget Officer, make a copy to retain in your office prior to mailing the original to the Foundation at: Mail Code 6805 for Carbondale or Mail Code 9666 for Springfield.

### **Steps to remember while completing the invoice voucher:**

1. Enter your contact information in the area provided in the upper left hand corner.
2. NEVER use staples to secure the voucher or any items contained in the voucher packet. You may use transparent tape to secure odd-sized items to a blank piece of paper. Please use only paperclips or binder clips to secure the voucher packet.
3. Enter the vendor invoice number and date. Attach the required vendor's invoice or receipt.
4. Enter the vendor's Federal Identification Number (FEIN) or SIU AIS number.
5. Enter PO Number if applicable.
6. Indicate if the payment is to or on behalf of an U.S. Citizen or Permanent Resident. This information must be confirmed prior to submission.
7. BOTH a description and a purpose are required in the body of the voucher. "Purpose" is a statement demonstrating how the transaction fulfills the stipulations of the fund.
8. The department's Foundation general ledger (GL) account title and number must be correctly shown on the voucher. **NOTE:** Two Foundation accounts can be utilized on the Invoice Voucher; for each account listed, approval by the budget officer is required.
9. Verify that the cash balance of the account is sufficient to make the requested payment.
10. Verify that the stipulations for the Foundation account allow for the type of payment requested.
11. The voucher should be approved/signed by the correct budget officer (or authorized delegate) of the account.
12. Additional approval may be required. If the vendor being reimbursed received any PERCEIVED benefit (meals, travel, etc.), the vendor's supervisor must provide proprietary signature. ORIGINAL PROPRIETARY signature CANNOT be supplied by a delegate. If the budget officer authorizing a voucher for payment has received a perceived benefit, regardless of vendor, original proprietary signature is required for the highest ranking attendee for an event. Upon receipt of the required approving signature(s), forward the Invoice Voucher and required documentation to the SIU Foundation Office.

If additional information is needed to complete this form, please call the SIU Foundation.