LUTHER COLLEGE

Payment Voucher & Verification Form

Reset Form

Today's Date:

Date Payment Requested By:

Processing Schedule & Deadline: This form is due by **Tuesday at noon** of the week you would like the payment to be issued. Payments are issued to vendors on **Thursday each week**.

1. PAYEE DETAILS - VENDOR OR INDIVIDUAL

Colleague PO #

Name to issue payment to:

Full Name or Company Name

Colleague ID Number (if known):

Mailing Address:

Street address, City, State, ZIP

Is this someone we have previously done business with?

☐ Yes (Existing) ☐ No (New) ☐ Unsure

If unsure, please contact accounts payable

If new, is their W-9 form attached?

☐ Yes (W-9 Attached) ☐ N/A(Existing)

See Instructions below to submit W-9

2. PAYMENT & ACCOUNT INFORMATION

Total Payment? ($):

Description of Charge

Account Information

Primary Account Name	Amount ($)	Account Number to Charge	Project ID # (if applicable)
Additional Account Name (*Optional*)			

If this is to be paid from multiple accounts (or more than 2) list out additional instructions here:

List additional account numbers, project IDs, and dollar amounts/percentages...

3. DOCUMENTATION & SPECIAL INSTRUCTIONS

Important Requirement: Documentation (e.g., invoice, order form, original receipts) that explains the expenditure must be attached to this form. Incomplete/missing information on this voucher will delay processing. If a paper check is to be printed, please indicate special directions in the notes below.

Notes / Special Instructions:

Enter check mailing details or special handling requests here

4. AUTHORIZATION & APPROVALS

By signing this form, you confirm that all details provided above are accurate and expenditures comply with college policy. Designated budget users (non- department leaders) typically have an approval limit of $2500.00. If you are unsure, see your supervisor.

Requester Name:

First and Last Name

Requestor Signature

Supervisor Name:

First and Last Name

Supervisor Signature

To help expedite payment and promote our paperless efforts, please email this completed form and supporting documentation to apinvoice@luther.edu

If you are submitting a W9 please use our secure drop box link, **https://liquidfiles.luther.edu/filedrop/accountspayable@luther.edu** to ensure personal information is protected.