

**THE UNIVERSITY OF NEBRASKA
STUDENT ORGANIZATION FINANCIAL SERVICES
PAYMENT REQUEST VOUCHER**

Date submitted _____

Organization account # _____

Organization account name: _____

Date _____

Check / Journal Entry

No. _____

(SOFS use only)

Pay to: _____

Is this person a University of Nebraska employee: Yes If **YES**, contact SOFS Office for further information

Check to be picked up at SOFS Office

Check to be mailed by SOFS - Address: _____
STREET CITY STATE ZIP

DESCRIPTION	AMOUNT
Check Appropriate Box	
<input type="checkbox"/> Purchase for Resale (Please explain): _____ [Items purchased that will be sold at cost or above, (i.e. clothing, study supplies, various purchases for fundraising events when an admission is charged), contact the SOFS Office for additional information.] (Organization must obtain a resale certificate from the SOFS Office to provide to vendor and collect sales tax on the sale.)	
<input type="checkbox"/> Fee - Consultant, entertainment, honorarium, speaker, talent, etc. (Organization must submit an IRS Form W-9 for payee for this type of check request.) (Organization must also submit a Nebr. Form W-4NA for payee for this type of request, if payee is not a resident of Nebr.)	
<input type="checkbox"/> Scholarship - (Organization must submit a completed SOFS Scholarship Voucher.)	
<input type="checkbox"/> Payroll Pay Period: _____	
<input type="checkbox"/> Reimbursement for: _____	
<input type="checkbox"/> Other (Please explain): _____	
<input type="checkbox"/> Transfer to: SOFS Account #: _____ Or UNL Department Cost Object #: _____	
<input type="checkbox"/> Checkout cash box -- approximate return date: _____ (If cash/change is needed, list dollar amount requested in the "Amount" column.) (A \$10 deposit will be posted to the organization's account and will be refunded when the cashbox is returned.)	
<input type="checkbox"/> Reissue check #: _____ Reason for check to be reissued: _____	
(SOFS Use Only)	
<input type="checkbox"/> Cash box number _____ checked out - post JE entry #: "Cashbox"	
<input type="checkbox"/> Cash box returned on: _____ - post JE entry #: "Cashbox"	
<input type="checkbox"/> Fieldtrip insurance - post JE entry #: "Fieldtrip"	
<input type="checkbox"/> Reason for journal entry: _____	
	TOTAL

White copy: SOFS

Yellow copy: Recognized Student Organization

APPROVAL FOR PAYMENT

ADVISER SIGNATURE

TREASURER/PRESIDENT SIGNATURE

PRINT ADVISER NAME

PRINT TREASURER/PRESIDENT NAME