VENDOR ID						

UNIVERSITY OF NORTH DAKOTA Student Organization VOUCHER

call 777-4200 for this number

					(DO NO	OT USE FOR	PAYROLL	PAYN	IENTS)	REFERENCE N	١٥.	
EMPLID		<u> </u>										
		PAY TO THE ORDER OF						SPECIAL INSTRUCTIONS: HOLD PAYMENT-CALL ********				
*Studer	*Student Org Name or Reimbursement Recipient							П	PAYMENT NEEDEL	D BY		
NAME								PAYMENT BY CHECK-NOT DIRECT DEPOSIT				
ADDRESS			Onodia	20 00111								
CITY, St	City, State, zip code							SEPARATE CHECK REQUIRED				
*See no	*See note on this section Last 4 digits of SOCIAL SECURITY NUMBER (required for individuals) OR FEDERAL LD. NUMBER							MAIL TO (IF DIFFERENT THAN VENDOR ADDRESS)				
	North Dakota State Employee											
YES NO QUANTITY					PTION OF GOOD					INIT PRICE AN	MOUNT	
l l				-	e trying to	accomplis	h with th	is for	m			
	îîî(Se	e exampl	e sectioi	n)								
									HAN \$5000.			
		Purchases 6	exceeding		y not be sub th the \$5000		uitipie vou	chers				
UND Tax Exempt Certificate #E-2001												
AMOUNT		ACCOUNT	FUND	DEPT	PROGRAM	PROJI	ECT	IWE REQUEST THAT PAYMENT BE MADE IN THE AMOUNT INDICATED. IWE ACKNOWLEDGE: 1. UNIVERSITY POLICIES & PROCEDURES WERE FOLLOWED. 2. THE ABOVE GOODS AND SERVICES WERE RECEIVED.			.OWED.	
			****	5140			1	1 Wander is not evaluded (debayred)				
				0140			2	Vendor is not excluded (debarred) - www.sam.gov				
								_				
							Org Name, 8389 REQUESTING DEPARTMENT NAM			NF #		
							4		REGOESTING DELYNTIME	147 147 WIL, Glop#, 7440 1 110	, , , , , , , , , , , , , , , , , , ,	
							5	Tre	asurer or Other Student	t Leader of Org Signs	ature	
							6	110	DEPARTMENT AUTHO	ORIZED SIGNATURE	DATE	
							7		Org Advis	sor's Signature	DATE	
							8		ADDITIONAL APPRO	OVAL (II Required)	DATE	
VENDOR Plea	ase Not	e:	•		·	•						
			ppear on a	II invoices,	bills of lading	, packing list	s, etc., and	must b	e marked on all packages,	, cartons,		
1.0		, and referen										
Mail merchandise and invoices to requesting department above. Unless notified, prices are FOB destination.												
Transportation or delivery charges, when applicable, must be prepaid and shown as a separate item on the invoice.												
			•		SERVICES USE					unleted form to:		
PURC	CHASE O	RDER NO.		OLDING COD		AUDITED	G &	С	Procurement & Payn	pleted form to: ment Services - Stop	. #	
									356	2/28/2018		

_		OOL ONL!	SOREWENT & LATWENT SERVICES	10111101	
Droot	G & C	AUDITED	WITHHOLDING CODE/CLASS	PURCHASE ORDER NO.	
Procu					

*	If you are moving your organization's dollars to an off-campus account (bank or credit union), you will use the name of your

- * If you are moving your organization's dollars to an off-campus account (bank or credit union), you will use the name of your organization and the federal I.D. number that was used to setup your organization off-campus account. If you are reimbursing an individual, you will use there name and last 4 of their social security number or student ID number in the "EMPLID" section of the form
- *** Examples: "Transfer of funds to student organization off-campus account", "Reimbursement to Jon Doe for student org expenses"
- Your organization's fund number can be found under your organization's webpage on involvement.und.edu under the "About" or "Finance" tabs. It is a five digit number usually starting with "8xxxx". Also called "External Account ID" on the website.
- ******** Check "Hold Payment-Call" only if you would like to receive the check instead of having it sent directly to the vendor's address. Your phone number is also needed on the line