



# VOUCHER/DISBURSEMENT REQUEST

## PURPOSE (Must Select One):

Payment for services less than \$5,000

Personal Service Agreement #A \_\_\_\_\_ Final Pay? Y N

Stipend (Include [spreadsheet](#) for multiple payees)

Membership/Subscription renewal Original PO # \_\_\_\_\_

Prizes/Awards

Other (Specify): \_\_\_\_\_

Is the payee a state employee?	Y	N
*Is the payee a foreign national for tax purposes?	Y	N
*Is payee a vendor in Banner?	Y	N
*Subject to athlete & entertainers' tax?	Y	N
*See "Additional Information" for instruction		

VENDOR NAME		"REMIT TO" ADDRESS	
FEIN OR BANNER ID (See instructions. DO NOT ENTER SS#)			
INDEX	ACCOUNT	AMOUNT	BUDGET AUTHORITY SIGNATURE AND DATE <small>I CERTIFY COMMODITIES RECEIVED OR SERVICES RENDERED</small>
TOTAL			
REASON FOR EXPENDITURE OR DESCRIPTION OF SERVICES PROVIDED: SERVICE PERIOD: From _____ To _____			
GRANTS OFFICE APPROVAL		DATE:	
<b>ACCOUNTS PAYABLE USE ONLY</b>			
BANNER DOC #		PAY DATE:	
CHECK #		CHECK DATE:	

# **Instructions for completion of Voucher/Disbursement Form**

The voucher disbursement form is used to pay an individual or an organization for merchandise purchased or for services rendered. The form may be used for payments that do not go through the procurement cycle. The procurement cycle includes the process of initiating a requisition, creating a purchase order, and making a payment through Accounts Payable against the PO.

The following are instances in which a Voucher/Disbursement might be used.

Payment for services less than \$5,000

Personal Service Agreement

Stipends

Membership/Subscription

Prizes/Awards

Other (Specify)

## **Completing the Form**

Is the payee a state employee? Select Yes or No

Is the payee a foreign national for tax purposes?

Is payee a vendor in Banner? See "Additional Information" below.

Is payment subject to athlete & entertainers' tax? See "Additional Information" below.

Select the type of goods or services to be paid.

- 1) **Payment for services less than \$5,000** - Used to pay for the engagement of personal or professional services (such as speakers or performers) for which the total cost will not exceed \$5,000.00 (including expenses) over any twelve-month period.
  - The contract period must be less than one year.
  - The vendor does not qualify as an employee relationship as defined by state and federal law or does not involve teaching a credit bearing class.
  - The contract is not with a state employee.
  - The contract is not for temporary office assistance.
- 2) **Personal Service Agreement** - Use the voucher to pay for services that have been completed. Do not prepare a voucher prior to completion of work. Enter the PSA number. It is important to indicate if a final payment is to close/release funds encumbered.
- 3) **Stipends** – Used to cover a variety of payments to individuals and are NOT for salaries or wages. Use the [spreadsheet](#) when making multiple stipend payments.
- 4) **Membership/Subscription Renewal** – Used to pay for membership/subscription RENEWAL. Original membership must have been purchased using the purchase order process. Enter the original PO number on voucher. Include start and end dates of current membership/subscription.
- 5) **Prizes/Awards** – May be considered taxable income.
- 6) **Other** – Describe the type of payment.

- Vendor Name** Name of payee (company or individual). Enter “Multiple – See Attached” when making multiple payments. Attach [spreadsheet](#).
- Vendor Address** Enter the “Remit to” address. This is the address where the individual or business receives checks and may be different than a Business address (i.e., Mail check to PO Box 123)
- FEIN or Banner ID#** DO NOT enter a social security number in this field. Individuals are assigned a Banner ID which may be used on the Voucher/Disbursement form. Use the FEIN for a Business entity. Safeguarding SSNs is key in protecting against identity theft.
- Index #** Enter department index.
- Account #** Enter account code.
- Amount** Enter amount to be paid. Note: Southern is tax exempt and will not pay sales included on an invoice.
- Budget Authority** The financial manager responsible for the Index code must sign and date.
- Reason for Expense** Enter a detailed description stating the purpose of the expenditure.
- Payments for services less than \$5,000 must include dates of services.
  - Membership/subscription renewals must include start and end dates.

**Grants Office Approval** Sponsored Programs and Research (SPAR), also referred to as the grants office, must approve grant funds.

## **Supporting Documents**

Attach supporting documents, i.e., invoice, which must include the supplier’s name, remit to address and dollar amount to be paid.

## **Additional Information**

**Searching for a vendor in Banner** - FTIIDEN may be used to search for a vendor in Banner. Use the wildcard “%” before or after your entry to streamline your search. For example, if searching for an individual, enter the Last Name, First Name i.e., Smith, L%. When searching for a business, i.e. The Community Foundation, you can enter %Community% or %Foundation%. If a vendor record cannot be located in Banner, the vendor must submit the appropriate forms directly to [accountspayable@southernct.edu](mailto:accountspayable@southernct.edu). These forms must NOT be collected by departments to send to AP.

- [W-9 Form](#)– Request for Taxpayer Identification Number and Certification (considered US citizens and resident aliens for tax purposes)
- [W-8 Form](#)– Certificate of Foreign Status of Beneficial Owner for US Tax Withholding (Foreign National and non-resident aliens for tax purposes)
- [ACH Form](#) – ACH Payment Enrollment Form (Direct Deposit)

**Athlete & Entertainers (A&E) Tax Withholding** - Connecticut venues that contract to pay athletes, entertainers or performing entities for services performed in CT, are considered designated withholding agents by the Department of Revenue Services (DRS). As such, SCSU is required to withhold A&E tax unless the Department of Revenue Services grants a request for reduced withholding. [Review Athlete & Entertainers page for more information.](#)

Athletes include, but are not limited to a wrestler, boxer, golfer, tennis player, or other athlete as well as a referee or trainer.

Entertainers include, but are not limited to an actor, singer, musician, dancer, circus performer, comedian, public speaker\*\*, writer, director, set designer or member of a sound or light crew.

\*\* Public speaker does not include a speaker who 1) is engaged as part of a course offered by SCSU, or 2) is part of an educational or academic conference, seminar, or symposium sponsored by SCSU; and is paid \$5,000 or less.