

ORGANIZATION # _____
ORGANIZATION NAME _____

PLEASE SELECT ONE AND FILL OUT THE RIGHT SIDE

WILL PICK UP CHECK (check name) Check Payable to : _____
 MAIL CHECK (check name and mailing address) Check Address: _____
 ADVANCED CHECK RECEIPTS MUST BE TURNED WITHIN IN 5 DAYS

VENMO(REIMBURSEMENTS ONLY - **INCLUDE VENMO SCAN CODE**) Venmo account _____
 DIRECT DEPOSIT Routing # _____ Account # _____
 IS THIS FOR RAM BUCKS RAM CARD NUMBER _____
 ORGANIZATION TRANSFER TO: Transfer to Org # _____
Org Name: _____

STUDENT TREASURER SIGNATURE Phone #

FACULTY ADVISOR SIGNATURE Phone #

PRINTED STUDENT NAME & EMAIL

PRINTED FACULTY NAME & EMAIL

INVOICE No	SHORT DESCRIPTION OF EXPENSE	Receipt Amount without tax
	Receipt #1 (less tax)	
	Receipt #2 (less tax)	
	Receipt #3 (less tax)	
	Receipt #4 (less tax)	
	Receipt #5 (less tax)	
	Receipt #6 (less tax)	
	Date Check Req'd (min. 3 business days):	Total Amount without tax

Packet Must include:

1. Filled out voucher with proper approvals
2. Attach all DETAILED receipts with tax amounts crossed out
- 3 If Venmo, include printout of venmo **QR Code**

Please check this box after you have reviewed this form and have attached all **appropriate** documentation for items 1 to 3. If the packet is emailed and an item is missing, the item should be added to the packet and the new packet in whole should be emailed again.

APPROVED - DIRECTOR OF S.S.I