

**NORTHWESTERN STATE UNIVERSITY
STUDENT ACCOUNTING / FINANCIAL AID
MANUAL REFUND DIRECT PAY VOUCHER**

Vendor Create

Name/Address Change

Social Security Number: _____

Vendor Number: _____

Vendor Name: _____

Remit to Address: _____

Vendor Code: NN

Document Text: _____

For Accounts Payable Use Only	
Fiscal Year	_____
Bank Code	<u> 01 </u> One Invoice Per Ck _____
Direct Deposit	_____ Many Invoices Per Ck _____

*Pick Up Check

Enclosure

**All vendor checks are mailed directly from the Business Affairs Office. If it becomes necessary for someone to pick up a check, a signed, written request from the Budget Unit Head is required indicating the person who is to pick up and sign for the check. Picking up checks is not a preferred practice. If you pick up a vendor check, it is your responsibility to communicate with the vendor should any questions arise concerning that payment.*

Accounts Receivables Section

Term	AR Detail Code	Description	Amount
Student Account Total			

Vendor Invoice Date: _____

Vendor Invoice Number: _____

Commodity Level Accounting

FUND	ACCOUNT	DESCRIPTION	AMOUNT
Total			

By my signature, I declare this invoice to be true and correct to the best of my knowledge.

Prepared By

Date _____

Approved By

Date _____

Purchasing Vendor Create Entered By

Date _____

Approved by or for Accounts Payable

Date _____