

“How to Process ...”

Student Organization Payments

This procedure is for processing invoices for all Student Organizations. We are currently unable to process these payments using the electronic payment process (Perceptive Content)

- Review the invoice or receipt received the from the vendor
 - Verify that you have received the goods/services and that the amount of the invoice is correct.
- Complete the [Student Organization Voucher form](#).
 - The voucher must be signed in ink by the Student Organization’s advisor and one of its officers
- Attach the invoice to be paid and forward to Procurement & Payment Services.