

## ***“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 Jaggaer.

- 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.