

Humanities and Social Sciences

Financial Services Request

Award Honoraria Invoice Payment Reimbursement

Prepared by:	
Date:	
Payee Full Name:	
Status:	NCSU Employee <input type="checkbox"/> Other State of NC or UNC System University Employee <input type="checkbox"/> Non-Employee <input type="checkbox"/> Student <input type="checkbox"/> International: YES <input type="checkbox"/> NO <input type="checkbox"/>
Supplier ID#:	
Address:	
Amount of Payment:	
Date Goods or Services Received:	
Purpose: If purpose of purchase was a dinner or lunch, include purpose and list name and title of the people that attended. If paying honoraria include date(s) of event, related purpose for visit, how payment directly relates to the project being charged, attach documentation of workshop/seminar (website, invitation, etc.)	
Project(s)/Phase(s) to Charge: <i>(If split between more than two projects/phases, please attach spreadsheet showing distributions)</i>	% or Amount: % or Amount:
Check Pickup: Contact for Check Pickup	YES <input type="checkbox"/> NO <input type="checkbox"/>

Original receipts/invoice should be attached. Receipts should be neatly taped on all sides to a separate sheet.

Approval Signature: _____ Date: ____/____/____

Printed Name/Title of Approver: _____

FS#: _____ Rep Initials: _____ Voucher#: _____