



## Disbursement Voucher Payee Certification

I, (print payee name) \_\_\_\_\_, hereby certify that the information relating to KFS<sup>1</sup> Disbursement Voucher Number \_\_\_\_\_, requesting payment for expenses, is just and correct. I certify that all charges and/or reimbursements pertain to Indiana University business, that the amount is legally due after allowing all just credits, and that no part of the same has previously been paid or will be paid by another source.

\$ \_\_\_\_\_

Payment Amount<sup>2</sup>

\_\_\_\_\_  
Payee Signature

\_\_\_\_\_  
Date

<sup>1</sup>Kuali Financial System: Software program used to process electronic financial documents such as the disbursement voucher.

<sup>2</sup>Payment amounts for Accounts Payable (AP) payments must be exact. Payment amount for Travel payment may be estimated and is subject to change, pending final submission of receipts for reimbursements.

This form should be used as supporting documentation for any DV that is created for the purpose of paying an individual/business for compensation for services (less than \$1000), non-employee travel, or a stipend in lieu an invoice or contract.

Approval of the DV during fiscal officer routing will substitute for the fiscal officer and/or Account Manager signature formerly required.

This document plus the cover sheet should be submitted with any other supporting documents, including receipts for travel reimbursements pertaining to the disbursement voucher number noted on this form.