

INVOICE VOUCHER

UNIVERSITY OF RHODE ISLAND - Strategic Procurement
 Accounting Office
 210 Flagg Road, 1st floor, Kingston, RI 02881

SUPPLIER INFORMATION

Supplier	
Address	
City, State Zip	
PeopleSoft ID	

HONORARIUM	YES
	NO
NON-US VENDOR	YES
	NO
VENDOR INVOICE NUMBER:	
VENDOR INVOICE DATE:	
INVOICE VOUCHER DATE:	

supplier is current or former URI employee YES NO
 supplier is current or former URI student YES NO

URI contact name & phone

NUMBER OF UNITS	DESCRIPTION OF ITEMS	PRICE PER UNIT	TOTAL PRICE				
PEOPLESFT CHARTFIELD DISTRIBUTION:							
ACCT	FUND	DEPT	PROG	PROJ	AMOUNT	TOTAL	
						ACCOUNTING USE ONLY:	
						voucher no:	
						1099 Reportable	YES / NO
						TOTAL:	

Authorized Signature

Sponsored Projects

Foundation & Alumni Engagement

Human Resources

Payroll (foreign honorarium)

Send original to Accounting Office
**FORM CAN ONLY BE USED TO PAY
 NON-COMPETITIVE PURCHASES**