

1099 Miscellaneous Income Report

FOR OFFICE USE ONLY	
Check #:	_____
Date:	_____

Make check payable to:

VENDOR NAME _____ FEDERAL ID# OR SSN# (FOR IRS 1099 ONLY) _____

VENDOR ADDRESS _____ CITY, STATE, ZIP _____

Purpose of expense:

PLEASE STATE PURPOSE, INDICATE INVOICE NUMBERS, INCLUDE DATE, AMOUNT, REASON FOR EXPENSE.
PROPER SUPPORTING DOCUMENTATION, SUCH AS, RECEIPTS, CONTRACTS, INVOICES, REPORTS **MUST** BE ATTACHED TO THIS VOUCHER

Total Amount: \$ _____

Organization / Account:

ACCOUNT TITLE _____ GENERAL OR REVENUE _____

Budget Subcategory:

Authorized Group Signature: X

Student Affairs Signature: X

Check Requested By:

REQUESTOR NAME (PLEASE PRINT) _____ E-MAIL ADDRESS/PHONE _____

FOR OFFICE USE ONLY		
CHECK DISBURSEMENT INFO:	Hand Carry <input type="checkbox"/>	Issue Date: _____ RSF Clerk: _____
	Office Pickup <input type="checkbox"/>	
	Mail/Fed Ex <input type="checkbox"/>	

General guidelines for processing Rutgers Student Fund Vouchers:

- 1) Please allow 3 - 4 business days to process and complete the RSF voucher.
- 2) Vouchers that are NOT complete will not be processed. It is the organization's responsibility to complete the voucher correctly.
- 3) Vouchers can not be processed if there are insufficient funds in the organization's account.
- 4) Organization fund accounts can NOT be placed in a deficit. In other words, NO FUNDS, NO CHECK.
- 5) Do not assume that a voucher will be processed automatically.
- 6) If you are unsure if a voucher will be processed, contact the Campus Center Business Mgr.

Thank you for your cooperation!