

SOUTHERN UNIVERSITY LAW CENTER

5/3/23	SULC 304359
Date	SU Invoice Number



Vendor Code	FY

Amount of Invoice \$ 350.00

Banner Finance System

DEPARTMENTAL INVOICE

REQUIRED FOR NON-PAYROLL CHECK PAYMENTS NOT BILLED UNDER THE RULE FOR PURCHASE ORDER

Example: Re-imbursements, loans, advances, withdrawals, refunds, and others in these general categories.

(See reverse side for special instructions)

* Amy Brown Payee

* U00000000 Payee ID Number

Type Payee (check one)			Enclosure Required		ADDRESS	
Employee	Student	Vendor	Yes	No	3333 Any Good Street	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Street Number or P.O. Box	
Other _____					New Orleans, LA	33333
					City and State	Zip Code

DESCRIPTION OF DISBURSEMENT

Qty	Description	Unit Price	Total
	Travel Reimbursement		350.00
	Seals Conference-Buffalo, NY		
	06/01/2023 - 06/05/2023		

AMOUNT OF INVOICE \$ 350.00

* Amy Brown Requested by Date

Department Head Approval Date

Chancellor Date

Vice Chancellor for Finance and Administration Date

Availability of funds	Chart	Fund	Orgn	Account	Program	Total
Yes <input type="checkbox"/> No <input type="checkbox"/>						
Date						

AMOUNT OF INVOICE \$

FOR FINANCIAL AFFAIRS OFFICE USE ONLY

I certify that the above purchase(s) is (are) allowable under the terms and conditions of the appropriation, budget or award agreement and in accordance with federal, state, local, and Southern University policies and procedures required for fiscal compliance.

Allowability/Compliance verified Date

Encumbered/Funds Available Date