



Payee Invoice

Registered Student Organizations

Procurement Services – Modular II
Office of the Controller

Phone: (239) 590-1130
Fax: (239) 590-1140

10501 FGCU Boulevard South
Fort Myers, FL 33965

Note: Submitting a Payee Invoice does not guarantee that funds will be reimbursed. Always make a copy of all documents for your records.

Please check one:

- Mail payment to payee address.
 Call for pickup. Phone: _____

Payee Information

Payee Name (Student or Advisor)	University ID Number (UIN)
Email Address (Best Contact)	RSO Name
Mailing Address	Activity/Spend Category
City	State
Zip Code	

Description of Goods (1) Original itemized receipts must be attached (2) Date & Name of Event / Activity must also be included	Amount
Reimbursement Total:	

Authorization of Payment

Signature of Payee	Printed Name	Date
Organization Officer	Printed Name, Title	Date
Organization Officer	Printed Name, Title	Date
Advisor	Printed Name	Date
SG Treasurer (Required for all A&S accounts)	Printed Name	Date
A&S Budget Assistant	Date	Student Involvement Coordinator
		Date