

## **Instructions for Completing a Student Payment Voucher (SPV)**

The [Student Payment Voucher \(SPV\)](#) is the official University of Kentucky document used to disburse funds to UK students except when payment must be handled through Student Financial Aid and Student Billing Services or through the payroll process. The SPV form is not to be used for payments to vendors or other nonstudents, or for reimbursements to students for expenses incurred as an employee of the institution. Reimbursements to students are not to be made using a DAV except when the payment is a reimbursement for miscellaneous expenses incurred as an employee.

Authorizing and approving officials are responsible for ensuring proper use as governed by [University of Kentucky Business Procedure E-7-14](#). If, after reading [E-7-14](#), there are further questions about the use of the form or documentation requirements, contact the Accounts Payable Department. Questions about an individual student's financial aid should be referred to the Office of Student Financial Aid.

### **INSTRUCTIONS**

*The SPV must be completed in its entirety, properly approved and submitted with proper documentation to the Accounts Payable Department. Documents that are incomplete, lack detailed information or a reason for payment, or are improperly documented will be returned to the originating department.*

#### **General Information**

**SPV Number:** As indicated on the form, the first character must be the letter S. The next five characters must be the Department Number. The remaining five (5) characters are free form for use by the department. (Note: It is recommended that each department employ a systematic approach that uses the free form characters in a manner that facilitates identifying the documents on their ledgers.)

**Date:** Date the SPV is completed

**SAP Document No.:** To be completed by the Accounts Payable Department

#### **Student Information**

**Student Name:** The exact name of the student as it should appear on the check

**Student's UK ID#(Required):** The student's UK identification number

**Address 1, 2, 3:** Address of the student. The address must contain either a street address or a PO Box number.

**City/State/ZIP:** The city, state and zip code of the student

**Vendor #:** To be completed by the Accounts Payable Department

**Tax Code:** To be completed by the Accounts Payable Department

#### **Department Information**

**Dept. Name:** Name of the department submitting the SPV

**Dept. Contact Person (Required):** This person should be the individual in the originating department who can answer questions regarding the payment.

**Address 1, 2, 3:** Address of the department.

**Speed Sort:** Speed Sort Number for the department.

**Email:** The email address of the Contact Person.

**Phone No:** The phone number of the Contact Person.

**Accounting Information**

**G/L Acct:** Enter the appropriate G/L account. (If unsure, access the [IRIS web site](#), click on Financials, then Reference Manual, References and Resources, GL Accounts, and then the type of G/L group (balance sheet, revenue or expense.) Select the appropriate G/L Account.

**Amount:** Enter the dollar amount to be charged to the G/L Account.

**Assign No:** Assignment number (user-defined field; only used when the department requires)

**Complete the appropriate field for the Cost Object to be charged:**

- Cost Center
- Internal Order
- WBS Element
- Fund
- Earmarked Funds
- Item (Earmarked Funds line item)

**Departmental Certification and Authorization for Payment**

**Authorizing Official:** The person certifying the propriety of the disbursement and the validity of the supporting documentation must sign and date.

**Approving Official:** The person approving the disbursement must sign and date.

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Answer all questions and place a check mark by all statements that apply to this disbursement.

**Attachments Required:**

**Awards:** A "Request for Taxpayer Identification Number and Certification" (W-9 or W-8BEN) for each recipient.

**Reimbursements:** Original itemized receipts. Note: Students are reimbursed actual costs rather than per diem rates for meals; therefore meal receipts must also be attached.

**Mail or Deliver Form to:**

University of Kentucky  
Accounts Payable  
331 Peterson Service Building  
Lexington KY 40506-0005