



Disbursement Voucher Payment Form Agency Fund (AFD)

The Agency Fund (AFD) payment reason code should be used when requesting a payment for an Agency Fund. Please review policy [PPM 330-09](#) for additional information about using Agency Funds.

The following steps should be completed *prior* to submitting your document in Quali:

1. Complete the requested information below
2. Save the completed form as a PDF (or print/scan to PDF)
3. Under the Notes and Attachments tab, attach the PDF version of the completed form to the Quali document, selecting Supporting Documentation as the attachment type.

Requested Information

Kuali Document Number
(example: 31527904) _____

Payee Full Name
(example: John Doe) _____ (First)

_____ (Last)

Payment Amount
(example: \$1500.00) \$ _____

NOTE: This form is only required when alternative supporting documentation is not available

Questions about Quali? Please contact the FIS Help Desk (fishelp@ucdavis.edu)

Questions about a payable? Please contact the Accounts Payable office (accountspayable@ucdavis.edu)