



# Disbursement Voucher Payment Form Copyright, Regulatory, and Licensing Fees (FEE)

The Copyright, Regulatory, and Licensing (FEE) payment reason code should be used when requesting a payment for an appropriate fee or license cost. Examples of these fees include copyrights, building and disposal permits, and one-time licensing fees paid to regulatory agencies. These fees are not to be confused with Memberships and Dues, which are for recurring payments to participant in a group or organization.

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

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 Kual 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) \$ \_\_\_\_\_

Business Reason: \_\_\_\_\_

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

Questions about Kual? Please contact the FIS Help Desk ([fishelp@ucdavis.edu](mailto:fishelp@ucdavis.edu))

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