



# Disbursement Voucher Payment Form Gifts and Donations (GFT)

Cash gifts or donations are only allowed to legal non-profit entities. Please review the following resources and policies before submitting a Gift/Donation payment:

Gifts to Non-employees:

<http://manuals.ucdavis.edu/PPM/260/260-45.pdf>

<http://policy.ucop.edu/doc/3420354/BFB-G-42>

Gifts to Employees:

<http://manuals.ucdavis.edu/ppm/380/380-50.pdf>

<http://policy.ucop.edu/doc/3420353/BFB-G-41>

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

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 Kuali 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)

\$ \_\_\_\_\_

Purpose of Payment

\_\_\_\_\_

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

Questions about Kuali? 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))

Form version 05.16.14