



# Disbursement Voucher Payment Form Membership (MEM)

The Membership (MEM) type is used to pay for professional membership dues and fees. All payments must be made in accordance with policy [PPM 330-75](#).

Additional requirements for this type of payment:

- Brief explanation for the reason payment of fees is deemed necessary or beneficial to the University or member
- Memberships must be signed by the Dean, Chair, or Vice Chancellor

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

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 Kualii document, selecting Supporting Documentation as the attachment type.
4. Be sure to mark the "Attachment with Paper Check" and "Scanned and attached to Kualii" options under the Payment Information tab

## Requested Information

Kualii Document Number  
(example: 31527904) \_\_\_\_\_

Payee Full Name  
(example: John Doe) \_\_\_\_\_

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

Explanation/Justification  
\_\_\_\_\_  
\_\_\_\_\_

Signature \_\_\_\_\_

Questions about Kualii? 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))

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