



# Disbursement Voucher Payment Form

## Professional Certification/Licenses (PCL)

The Professional Certifications and Licenses (PCL) type is used to pay for various licensing, certification, and professional education assistance fees that are paid on behalf of an individual. Examples include:

- Certification testing fees (CPA exam fees, medical board costs, etc.)
- Individual licensing fees (drivers license, medical facility access licenses, water treatment operator license, etc.)

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.
4. If attachments are to be sent with the payment, be sure to mark the "Attachment with Paper Check" and "Scanned and attached to Kuali" options under the Payment Information tab

### Requested Information

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

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

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

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

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))

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