



FOUNDATION

**Northern State University Foundation
Expenditure Request for Payment**

Attach the invoice and payment envelope to this form and remit to the NSU Foundation office for payment. If this is a travel advance or a travel expense, also attach the proper SD State Form and appropriate documentation.

Note – checks are processed bi-weekly. *Please* allow sufficient time for NSU approval and NSUF processing prior to the invoice due date.

Payable to: _____

Invoice Amount: \$ _____

Invoice Date: _____

Account #: _____

Description: _____

Special Instructions: _____

Requested by: _____ Date Requested: _____

Approved by: _____ Date Approved: _____

NSU Finance Office
Approval* _____ Date Approved: _____

**required for all non-athletic NSU Special Project expenses >\$500*

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NSU Foundation use only

ACCT #: _____ Amount: _____

ACCT #: _____ Amount: _____

Approved by: _____