

## How to complete the Miscellaneous Expense Voucher form for a Non-Employee

To create a Miscellaneous Expense Voucher (MEV), go to the University Forms Repository or visit the forms page of the Financial Services website.

To create an MEV to process a payment to a Non-Employee, click on the link DocuSign\_MEV\_Non-Employee.cfm. The department will be creating and completing the form for the individual so it is important to have all of the individuals information and W-9 ready before completing the form.

- You will need to fill out this page completely. The initiator information should be your information. For this form, the Initiator is basically the first department approver, the initiator will be completing the code block
- \*The email addresses provided must be valid Towson University email addresses, if not the form will be rejected once it is received by the AP office.
- All email addresses must be spelled correctly and be valid email addresses. If the email address is wrong, the form will go into limbo, you will not be informed and the form will not move forward.
- Email addresses must match the name listed in the corresponding role, if the name and email address do not match, the form will be rejected by the AP office.
- At least one of the Approvers listed on this page must be an authorized signer for the department the expense is being charged to. The other Approver listed can be an authorized signer also or another person in the department to approve the form.
- The Initiator role is the only role in which someone will be able to complete the code block information. The person in this role will need to know the code block information.

### PowerForm Signer Information

Fill in the name and email for each signing role listed below. Signers will receive an email inviting them to sign this document.

All forms must be sent to a valid Towson University email address and will be rejected if emailed outside of @towson.edu. All forms will be audited for proper approvals and documentation and subject to rejection if not completed correctly.

Please enter your name and email to begin the signing process.

#### Initiator

Your Name: \*

Your Email: \*

Please provide information for any other signers needed for this document.

#### Department Approval

Name: \*

Email: \*

**BEGIN SIGNING**

Once the information on the initial DocuSign page is completed click on

When you click Begin Signing, the system will take you into DocuSign to begin filling in the form.

**Please Review & Act on These Documents**



**Towson University Accounts Payable**  
Towson University

Please complete all available fields, sign and click 'Finish.'

Thank you,  
Towson University  
[View Less](#)

Please review the documents below.

**CONTINUE**

FINISH LATER

OTHER ACTIONS

DocuSign Envelope ID: 380AA7B5-A8A1-433D-A4EC-B96F16261E62

DEMONSTRATION DOCUMENT ONLY  
PROVIDED BY DOCUSIGN ONLINE SIGNING SERVICE  
999 3rd Ave., Suite 1700 • Seattle • Washington 98104 • (206) 219-0200  
www.docuSign.com

**TU TOWSON UNIVERSITY** Financial Services **Miscellaneous Expense Voucher**

**MISCELLANEOUS EXPENSE VOUCHER**

PAYEE INFORMATION	AMOUNT
Payee Name: <input type="text"/>	\$ <input type="text"/>
Address: <input type="text"/>	Email Address: <input type="text"/>
<input type="text"/>	
<input type="text"/> -- select -- <input type="text"/>	

DocuSign may ask you to agree to their terms and conditions, click the check box to agree if it appears and click Continue.

You will now begin filling in the form.

In the drop down next to Reason for Payment, select the appropriate reason for payment. Then include a brief description in the Reason for Payment box. If the red attachment symbol is present, you will need to attach backup documentation, be sure to include all appropriate backup documentation. You are also required to attach the individual's completed W-9. If the W-9 is not completed properly or there is missing backup documentation, the form will be rejected by the AP office and a new form will need to be created.

### MISCELLANEOUS EXPENSE VOUCHER

NEXT

PAYEE INFORMATION		AMOUNT
Payee Name: <input type="text" value="Non-Employee"/>		\$ <input type="text" value="0.00"/>
Address: <input type="text" value="8000 York Road"/>		Email Address: <input type="text" value="abc@gmail.com"/>
<input type="text" value="Towson"/>	<input type="text" value="MD"/>	<input type="text" value="21252"/>
<input type="checkbox"/> To upload additional attachments, click here:  <small>Optional</small>		
Is Payee or beneficiary of the payment a U.S. Citizen or Permanent Resident Alien? Yes <input checked="" type="radio"/> No <input type="radio"/>		

Reason for Payment:

Payment Type:

W9:

Attach all required back-up documentation for the purchase by clicking on the Required Attachment link and upload all of the back-up documentation. All uploaded documents will appear as additional pages as you scroll down through the document so you can review and make sure you upload all backup documentation.

Document field to add a document

FINISH FINISH LATER OTI

**Upload Attachment** x

START

Payee Name: <input type="text" value="Non-Employee"/>		
Address: <input type="text" value="8000 York Road"/>		
<input type="text" value="Towson"/>	<input type="text" value="MD"/>	<input type="text" value="21252"/>
<input type="checkbox"/> To upload additional attachments, click here:  <small>Optional</small>		
Is Payee or beneficiary of the payment a U.S. Citizen or Permanent Resident Alien? Yes <input checked="" type="radio"/> No <input type="radio"/>		

Reason for Payment:

Payment Type:

W9:

TU CODE BLOCK			Vendor Code:
Department or Grant	Account	Initiative	Invoice #:
			Amount(s): \$ 0.00

Change Language: English (US) Copyright ©

You should review the form to make sure everything is correct, all backup documentation is attached and then click Finish. The next person in line is the 1<sup>st</sup> Department Approver, they will get an email to review and sign the document.





Towson University Accounts Payable sent you a document to review and sign.

**REVIEW DOCUMENTS**

**Towson University Accounts Payable**  
[accountspayable-noncrm@towson.edu](mailto:accountspayable-noncrm@towson.edu)

Please complete all available fields, sign and click 'Finish.'

Thank you,

The individual in the 1<sup>st</sup> Approver role will complete the code block and sign as an approval on the form. It is important to make sure the correct account number is being listed because if a wrong account number is on the form, the AP office will have to reject the form and a new one will need to be created.

the documents below. **FINISH** OTHER ACTIONS

**START**



Reason for Payment:  
Reimbursement for purchase of Supplies

Payment Type: other

To upload additional attachments, click here:



DocSigned by: Student 07/08/19  
4482DE7F33AACC  
 Signature of Requester

TU CODE BLOCK			Vendor Code:
Department or Grant	Account	Initiative	Invoice #:
			Amount(s): \$ 0.00
			\$
			\$
			\$
			\$

Department Signature: 

Date: 07/08/19

Department Signature:

Date:

Please note: If you are unable to approve at this time, you can elect to Save, Decline or Forward from the "Other Actions" menu above.

Financial Services Towson University - 8000 York Rd, Towson MD 21252 - 410-704-5599 - towson.edu/financialservices

It is also important to make sure the total \$ amount in the code block, matches the total \$ amount at the top of the form, if the two amounts do not match, the form will be rejected by the AP office.

There is also an additional opportunity to add any backup documentation if needed.

The Other Actions option at the top provides the 1<sup>st</sup> Approver to save and finish the form later, reassign the form to someone else to complete or to Decline the form.

Once the 1<sup>st</sup> Approver completes the code block, signs and clicks Finish, the form is then emailed to the individual listed as the 2<sup>nd</sup> Approver.

send the completed document. **FINISH** OTHER ACTIONS

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Towson University Student ID # 1234567

Is Payee or beneficiary of the payment a U.S. Citizen or Permanent Resident Alien? Yes  No

Reason for Payment:  
Reimbursement for purchase of Supplies

Payment Type: other

To upload additional attachments, click here: 

DocuSigned by:  
*Student* 07/08/19  
-94625DE75334ACC  
Signature of Requester

TU CODE BLOCK			Vendor Code:	
Department or Grant	Account	Initiative	Invoice #:	Amount(s): \$
18930	609003		\$ 100.00	100.00
			\$	
			\$	
			\$	
			\$	

Department Signature:  Date: 07/08/19  
-32ACC5652023423

Department Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please note: If you are unable to approve at this time, you can elect to Save, Decline or Forward from the "Other Actions" menu above.

The individual in the 2<sup>nd</sup> Approver role will only be able to review the form. If something is wrong or the form is incorrect, the 2<sup>nd</sup> Approver will have to Decline the form and the form will have to be created again.

If the 2<sup>nd</sup> Approver approves the form, an email containing the completed form will be emailed to everyone in the email chain. You can download the form to your computers to store or print it if you choose.

The forms will automatically be sent to the Accounts Payable office. Once AP receives the form, they will begin their process to process the payments.