Checks for UP Registered Student Organizations (ASA)
Non-PO Invoice

Associated Student Activities (ASA) has agreed to have all checks made payable to Associated Student Activities:
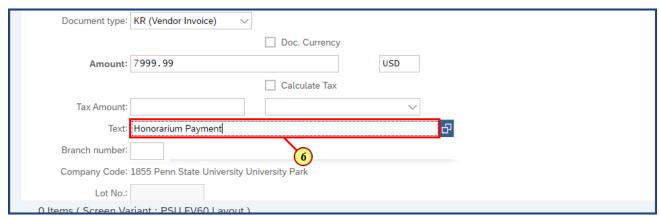
  Vendor 860023335 Associated Student Activities

In the Text Field – item 6 below – you must indicate the name of the student organization and their ASA org number. So, in the example, below, instead of typing in ”Honorarium Payment”, you would enter:

* International Affairs and Debate Association – ASA # 0380

This will then print on the check so that ASA can credit the funds to the correct student organization.

Park Vendor Invoice: Company Code 1855

Step	Action
	The Text field can be filled with up to 50 characters. This can be used to describe the reason for payment.
6.	**Honorarium payment** is typed in the **Text** field.

Step	Action
	Note: The Text field can be used to help the vendor identify the reason for payment. When entering an asterisk (*) before the text, this information will be output on the payment advice.
	Enter is pressed.

Updated 10-2-2020