Online Voucher System Directions!

The following are step by step directions on how to submit vouchers for GSA office expenses using the online voucher system.
If you have questions at any time please contact the GSA Vice President or Treasurer at: gsavp@albany.edu or gsatreas@albany.edu.

Step 1:
Login to MyInvolvement through MyUalbany. This can be found under the “Campus Life” tab.

Step 2: You will be brought to the “main page” of your myinvolvement account.
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**Step 3:** Click on “My Shortcuts” on the top of your page. This should have a link to the GSA page. Click on the information, and it will bring you to the GSA home page.

[Image of GSA page]

**Step 4:** Click on the “Finance” tab in the left hand column.

[Image of GSA Finance tab]

**Step 5:** Click on the “Create Purchase Request” button. This will bring you to the online equivalent of the voucher form.
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**Step 6:** Fill out the information for: 1.) the subject (title of your event printed on your award letter) and requested amount 2.) Brief description of the event that you are submitting for 3.) choose the account from which the reimbursement is being allocated from. 4.) pick the appropriate category of reimbursement.

**Step 6 (con’t):** On the same page:

1.) Fill out the information of the individual/vendor/contractor that will be getting the reimbursement or payment.
2.) Note the receipt or invoice date and invoice number if applicable under Additional Information.
3.) Check “Mail to Payee Address”
4.) Include the federal ID# for all vendors/contractors. (Note: SS#’s are not required)
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**Step 7:** Continuing on the same page:
Select No, for the “FOR SA-Recognized Groups Only” section.
1.) Upload a blank document
2.) If everything is complete, submit your request!

**Step 8:** Once you have submitted this electronic voucher request, be sure to submit your payee certification, original receipts, and contract (if applicable) to the GSA VP at the uptown GSA office. These should be put in an envelope with the online purchase request #.