

## Forms Index

This index lists forms commonly used by Columbia campus. Form numbers use the following to designate the form owner.

- System-wide – UM
- Columbia Campus – UMC
- Federal – One letter and one number (W-4, I-9)

Forms web page: <http://www.umsystem.edu/ums/departments/fa/management/records/forms/finance/>

General Stores is on-line: [MU General Stores](#)

Faculty and Staff Benefits: <http://www.umsystem.edu/hrs/benefits/forms/menu.htm>

Risk and Insurance Management: <http://www.umsystem.edu/rim/forms.htm>

Human Resources: <http://web.missouri.edu/~hrswww/resources/forms.htm>

Development - The Advice of Gift for cash gifts is part of the Cash Receipts Report (2:060). For all other gifts (2:130), contact the campus Development Office regarding the process and to obtain the appropriate form.

<u>Title</u>	<u>Form No. Source</u>
Accounting Recurring Voucher Detail	UM 353 Forms Web Page
Additional Pay	UM 271 Forms Web Page
Administrative Professional Position Classification Questionnaire	UM 66AP General Stores
Advice of Gift Received	UM 9 Development Office
Advice of Gift Received - Short Form	UM 9A Development Office
Application for Employment	UM 57 General Stores
Application for Student Employment	UM 52 General Stores
Application for Use of Room or Building	UMC 42 General Stores
Appointment Notification	UM 269 Forms Web Page
Assumption of Risk and Release Form	UM 53 General Stores & Forms Web Page
Authorization and Order for Payroll Check - Financial Institution	UM 32B General Stores & Direct Deposit in Forms Web Page
Authorization for Educational Fee Reduction for Spouse and Dependents	UM 85 Forms Web Page
Authorization for Payroll Deduction	UM 107 Development Office
Authorization for Payroll Deduction – Retirees	

<b><u>Title</u></b>	<b><u>Form No. Source</u></b>
Beneficiary Designation Form	UM 326B General Stores
Benefits Enrollment Form	UM 326A General Stores
Bi-Weekly Payroll Time Record, Comp Time	UM 13A-C Forms Web Page
Bi-Weekly Payroll Time Record, Non Benefit Eligible	UM 13NB Forms Web Page
Bi-Weekly Payroll Time Record, Single Account	UM 13A Forms Web Page
Book Stores Requisition	UM 81 General Stores
Change of Address/Telephone Number	UM 282 Forms Web Page
Credit Memorandum and Return Receipt	UM 26 General Stores
Damage Report	UM 69 General Stores
Data Form for Retired Staff	UM 270R Forms Web Page
Dental Insurance Claim Form	UM 372 General Stores
Disappearance of Assets and Money	UM 155 General Stores
Educational Assistance Program Questionnaire and Authorization Form	UM 84-1 Forms Web Page
Educational Assistance Program Questionnaire for Retired Employee	UM 177 General Stores
Employee Contribution Agreement	UM 342 Faculty & Staff Benefits
Employee Separation Checklist	UM 325 General Stores
Employment Eligibility Verification	I-9 General Stores & Forms Web Page
Employment History Continuation	UM 57A General Stores
Faculty Performance Share Plan Option Exercise - A	UM 328 Faculty & Staff Benefits
Faculty Performance Share Plan Option Exercise - B	UM 329 Faculty & Staff Benefits
Family Status Change Certificate	UM 327 Faculty & Staff Benefits
Federal Withholding Form	W-4 General Stores & Forms Web Page
Foreign Visitor Tax Assessment Form	UM 374 General Stores
Forms Printing Request	UM 357 Records Management

<b><u>Title</u></b>	<b><u>Form No. Source</u></b>
Health Care Providers Certification	UM 62 General Stores
Internal Order Form	UM 48 Forms Web Page
JED - Continuation	UM 270A Forms Web Page
Medical Insurance Claim Form	UM 371 General Stores
Mo Employees Withholdings Certificate	MO-W4 General Stores & Forms Web Page
Monthly Absence Summary	UM 60A Forms Web Page
Supplemental Accounting Voucher	UM 12 Forms Web Page
Non Resident Alien Honoraria/ Business Expense Statement	UM 378 General Stores & Forms Web Page
Out Card - Side Tab	UM 377A Records Management
Out Card - Top Tab	UM 377 Records Management
Performance Review Form	UM 29B General Stores
Personal Data Form	UM 272 Forms Web Page
Personnel Action Form	UM 270 Forms Web Page
Personnel Action Form for Courtesy Appointments and Volunteers	UM 376 Forms Web Page
Personnel Action Form for Non Resident Aliens Not Employed	UM 376A Forms Web Page
Personnel Requisition	UM 88 General Stores
Petty Cash Purchase Voucher	UM 25 Forms Web Page
Physician/Practitioner Certification (FMLA)	UM 62 General Stores
Position Classification Questionnaire	UM 66 General Stores
Prescription Claim Form	UM 373 General Stores
Property Inventory and Change Report	UM 27 General Stores
Records Center Box Contents	UM 365 Records Management
Records Center Box Contents – Continuation	UM 365A Records Management
Records Center Box Label	UM 121 Records Management
Records Center Location Label	UM 367 Records Management
Records Destruction Box Labels	UM 176A Records Management

<b><u>Title</u></b>	<b><u>Form No. Source</u></b>
Records Mgmt Forms Order	UM-RM020 Forms Web Page-Records Mgmt
Report of Absence	UM 60 General Stores
Request for Hand Drawn Check Payment	UM 140 Forms Web Page
Request for Leave of Absence	UM 108 General Stores
Request for President's Approval for New Appointment	UM 368 Forms Web Page
Request for Return of Records from Records Center/Out Card	UM 362 Records Management
Request of Change in Budget	UM 161 Forms Web Page
Request of Classification Action	UM 126 General Stores
Retired Staff	UM 170 Faculty & Staff Benefits
Retired Staff Widow/Widower	UM 170A Faculty & Staff Benefits
Salary Reduction Agreement/Disclosure Notice	UM 341 Faculty & Staff Benefits
Scholarship or Fellowship Recommendation	UM 156 General Stores
Stores Requisition	UM 8 General Stores
Student or General Public Injury and Property Report	UM 200 General Stores
Transfer Records to Archives	UM 34A Records Management
Transmittal of Records to University Records Center	UM 34 Records Management
Travel - Daily Expense Detail	UM 11A Forms Web Page
Travel - Trip Expense Detail	UM 11 Forms Web Page
University Printing Services Work Authorization	UM 260 General Stores
Vehicle Accident Report	UM 5 General Stores
Vehicle Accident Report Envelope	UM 5A Risk & Insurance Mgmt.

**Title**

**Form No. Source**

Voluntary Salary Deferral Agreement

UM 330 Faculty & Staff Benefits

Wire Transfer Authorization

UM 22 Forms Web Page

Zero Funded Affiliations

UM 268 Forms Web Page