

Vendor#: _____

For Business Office
Use Only

Voucher#: _____

PAY

TO: _____

TODAY'S DATE: _____

PAYMENT FOR EXPENSES AS ITEMIZED BELOW

DATE	DESCRIPTION	AMOUNT
TOTAL		

 SIGNATURE OF PAYEE

 DEPARTMENT HEAD
 APPROVAL

 ACCOUNT NO.

APPROVALS

ACCOUNTS PAYABLE	ACCOUNTS PAYABLE
CONTROLLER'S OFFICE	
FINANCE & BUDGET OFFICE	

NOTE: Original receipts or invoices must be attached upon presentation of voucher for payment.