EXPENDITURE VOUCHER FORM – FY2017
OFFICE OF THE DEAN OF STUDENTS

DATE: __________ AMOUNT (CANNOT EXCEED AUTHORIZED LIMIT): __________

OUTSIDE VENDOR OR UVA DEPARTMENT: ________________________________

PTAO TO CHARGE: __________________ - - - __________________
PTAO TO CHARGE: __________________ - - - __________________

CHECK ALL APPROPRIATE BOXES BELOW:

☐ Purchasing Card Expenditure
   Complete section I & II and attach receipt(s)
☐ Petty Cash
   Limit of $100 per person per day
   Complete section I & II and attach receipt(s)
☐ Request for Reimbursement
   Complete section I & II and attach receipt(s)
☐ Request for Payment to Vendor or UVA Department
   Complete section I & II and attach receipt(s)

SECTION I: SPONSORING ENTITY
☐ ODOS ☐ Newcomb Hall ☐ Student Council ☐ Other ______________
☐ University Programs Council (UPC) ☐ Student Activities ☐ Cultural Programming Board (CPB)

SECTION II: PROGRAM/EVENT/COMMITTEE INFORMATION
Event/Program/Committee Title: ________________________________

Description of Event/Program & Materials purchased:

Event/Program Location: __________________ Approximate Attendance __________ Date __________

SECTION III: REIMBURSEMENT REQUEST
Name of individual to Reimburse: ________________________________

University ID Number: ______________________ Email ________________________________

I certify that this expenditure has been made in accordance with policies and within the parameters of our budget. (Please print your name & sign)

Person Spending Money: ________________________________

Signature: ___________________________ date: __________

Supervisor/Advisor/Designee: ________________________________

Signature: ___________________________ date: __________

Please Note: (1) ORIGINAL receipts and/or documentation must be Signed, Dated, and Submitted to the Business Office within FIVE Days of purchase and (2) A separate receipt must be provided for each event...

FOR OFFICE USE ONLY:
AMOUNT: ______________
LPO/PO/CK #: ____________
VOUCHER: ______________