

EXPENDITURE VOUCHER FORM – FY2017
OFFICE OF THE DEAN OF STUDENTS

*staple receipt
here
on top
this corner*

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)

Request for Reimbursement
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 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: _____