

# DICKINSON COLLEGE PAYMENT VOUCHER

ALL EXPENDITURES FOR WHICH NO REGULAR INVOICE HAS BEEN RECEIVED, MUST BE EXPLAINED AND RECEIPTED FOR ON THIS VOUCHER.

PAY B \_\_\_\_\_ A \_\_\_\_\_ 20C \_\_\_\_\_  
 ADDRESS D \_\_\_\_\_ \$ \_\_\_\_\_  
 CHARGE E \_\_\_\_\_ ACCOUNT NO. F \_\_\_\_\_  
 (6) \_\_\_\_\_ (6) \_\_\_\_\_ (5) \_\_\_\_\_ (3) \_\_\_\_\_  
 DESCRIPTION G \_\_\_\_\_

REQUESTED BY (PLEASE PRINT) <u>H</u> REQUEST SIGNATURE	APPROVED BY (PLEASE PRINT) <u>I</u> APPROVAL SIGNATURE	RECEIVED BY (PLEASE PRINT) <u>J</u> RECEIVING SIGNATURE
--	--	---

- A. Date Form Completed
- B. Individual/Organization/Vendor to Receive the Payment
- C. Amount of the Payment
- D. Required if Payment will be Mailed
- E. Description of Account being Charged
- F. FOAPAL Account Number to Charge
- G. Explanation of Reimbursement/Payment Requests
- H. Individual Completing Form
- I. Reimbursements/Payments to Individuals Must be Approved by the Employee's Supervisor/Budget Officer/Department Chair/Sr. Officer
- J. Payee/Designee Submitting Voucher at Cashier's Office (with Dickinson College ID)

Appropriate receipts or documentation must be attached to the payment voucher for the payment to be processed.