

Received From:

For the Following:

Date: _____

Vendor Name	Description of Items Purchased	Amount

Total:

Account Name: _____

Account Number: _____

Approved: _____

Office of Controller/ Business & Finance

***Attach Original Paid Receipts to back of Voucher**

Signature of Purchaser

Departmental Approver

Printed Approver Name

Cash Recipient (to be signed at cashier's window)