



EXPENDITURE VOUCHER FORM - FY2016

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: _____