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: _______________________________________

_________________________________________ 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) ORIGIAL 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: ______________