

THE UNIVERSITY OF
SCRANTON
 A JESUIT UNIVERSITY
CHECK VOUCHER

ID _____
 (For Treasurer's Use Only)

Date _____

Check Distribution

Please indicate one of the following
 code numbers: _____

Remittance Name _____

02 Mail to address at left.

Remittance Address _____

03 Call _____ for pickup.
 (Phone # required)

City _____ State _____ Zip _____

04 Letter/form to accompany check.

Royal ID # _____
 (Faculty, Staff, or Student)

06 Forward check to:

 (Department name required)

Vendor ID # _____

Requestor's Name _____

99 Other: _____

Department Name or Account Name _____

Fiscal Year Charged _____
 (Complete if other than current fiscal year.)

Date Check Wanted _____

Amount \$

Fund Organization Account Program

Total

Description of Expenditure

Approval Signatures

Requestor _____ Date _____ Dept. Head _____ Date _____
 Treasurer _____ Date _____ Budget Admin. _____ Date _____

A check voucher is prepared in duplicate by the department and submitted for appropriate signatures. Both copies are then sent to the A/P Department. Please allow one week for check processing. Check vouchers are for expenditures normally not supported by an invoice from an outside supplier (e.g. Registration Fees). Please use the purchase order system for items purchased from a supplier. Original receipts must be attached for reimbursement.

All travel expenses must be submitted on a travel expense report in accordance with the University's Travel Policy, which is located at <http://lynx.scranton.edu/purchasing/travel.shtml>. Check vouchers are not used for travel expenses.