For vendor payment (invoice required)

For reimbursement of expenses (receipts required and signatures of payee and supervisor below*)

For personal service performed: (SSN/TIN and signature of payee required (attach completed W-9 for 1st pmt)

BINGHAMTON UNIVERSITY FOUNDATION

Accounting Services

VOUCHER

Internal Use Only							
1099 Entry	No Yes Box #	Fund Separate Check					
Check Date:							
Check #:							

Vendor In	formation							
			Voucher Nu	Voucher Number				
Payoo				Voucher Date				
Payee				le				
Payee								
Address				-m-				
Address			Account Na	ıme <u>—</u>				
				_				
			Account Number					
				<u></u>				
Check one below			Expense C	ode	*se	lect from chart below		
Mail check directly to payee (please enclose envelope for off-campus ma			•					
Mail check back to: Name			Campus Lo	cation				
Check will be picked up. Please call when ready: Name					Ext.			
	50 p.oou							
INVOICE # DESCI			CRIPTION			AMOUNT		
		<u> </u>			TOTAL	\$		
Danisland 6	D .!!	and Only			IOIAL	Ψ		
-		sement Only:						
I hereby certify that the above expenses were incurred by me for the purposes stated; that the information given is correct; and that no part thereof has been paid except as stated. Authorization (required):								
illioimation give	orroot, ark	a that no part thereof has been paid except as stated.						
*Payee Signature			Custodian/Authorized Name					
						int)		
*Supervisor Signature			Custodian/Authorized Sign	ature				
		Expense Acc	ount Codes					
5000	Student Aid	d - Scholarships	6400 Telephone					
5010	Student Aid	d - Fellowships & Assistantships	6450 Postage					
5020 Student Aid - Internships				6500 Dues/Subscriptions/Books/Publications				
	5030 Student Aid - Awards			6550 Conference/Registration Fees/Staff Development				
	5040 Student Aid - Research Grants 6600 Donor Recognition & Cultivation				ltivation			
5500								
6000 6050	·							
6100	·							
6150								
	6200 Meeting expense 7250 Fees				(.~3~.)			
6250 Moving Expense			7300 Consulting					
6300 Travel				7900 Other Expenses				
6350	Faculty-Sta	ff Awds/Honorariums/Stipends	9000 Transfer					