

## PURCHASE VOUCHER

Include with each receipt or order / submit for PO assistance.



Date \_\_\_\_\_

Purchaser / Person Requesting Order \_\_\_\_\_

Procard Holder (if applicable) \_\_\_\_\_

Vendor \_\_\_\_\_

Amount \_\_\_\_\_ (attach a valid quote, if applicable)

Account Number(s)/SIO: \_\_\_\_\_

### Description of Items/Service:

If food/meal is purchased, also include:

- Itemized receipt
- List of attendees
- Agenda

If in-state travel expenses (i.e., hotel), also include:

- Agenda with date, location, daily activity (if no formal agenda, please detail in Items/Service field or attach a document in Concur)
- Specify who was the guest in any hotel charge

### Detailed Business Purpose (required with every purchase):

#### PRE - AUTHORIZATION

Required for Procard Purchases > \$1,000 or PO/PRD > \$10,000

\_\_\_\_\_  
Chair (or Delegate) Signature

\_\_\_\_\_  
Date

#### For Business Office Use

PO # \_\_\_\_\_

PRD # \_\_\_\_\_