

Wake Forest University  
Financial and Accounting Services

**Expenditure Voucher**

**ALL CHECKS WILL BE MAILED DIRECTLY TO YOUR HOME/LOCAL ADDRESS**

**Make Payable To:**  
**(Full Name)**

**Home/Local Address:**

Check One

Employee WFU ID#

Student WFU ID#

Other -Need TIN#/SS#

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

*(if other please provide TIN/SS#)*

**Campus/Phone #**

\_\_\_\_\_

**Delivery Method:**

Check One

US Mail

Hold for Pick-up

**Are you a US Citizen?**

Check One

Yes  No

**Please include the following:**

- \*Account Number
- \*Dept. Number/Proj/Grant#
- \*Authorized Approval Signature

- \*Signature of Payee
- \*Detailed explanation of charge(s)
- \*Original receipt(s)/Proof of Payment

- \*Itemized/Detailed Receipt of Purchase(s)
- \*Added Correctly
- \*Specific detailed business purpose

Business Purpose	Fund	Dept	Acct	Activity/ Location	Amount
DigitalForsyth Teacher Workshop, May 16, 2009					
<b>Total</b>					

"I certify that the above charges are true, just, and were incurred for school related business, and no part of these expenditures have been or will be reimbursed by a third party, external organization, or individual." (By signing below, you agree to this statement.)

**Payee Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Approval Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**PLEASE STAPLE ALL RECEIPTS & PROPER DOCUMENTATION**