



WKU FOUNDATION

Your Gifts. WKU's Future.

EXPENSE VOUCHER TIPS

Check Mail (US Postal only) or Call.

If left blank, the check will be mailed.



WKU FOUNDATION

Your Gifts. WKU's Future.

EXPENSE VOUCHER

Mail (US Postal Service)

Pick-Up (Call ext.) _____

Name: _____

PAY TO: _____

NEEDED FOR 1099 PURPOSES ONLY

Social Security Number _____

(Needed for Awards/Services/Internships)

Student

WKU Employee

Non WKU Employee/Student

PLEASE USE SOCIAL SECURITY NUMBER, NOT WKU ID

ADDRESS: _____

No campus addresses

Complete addresses are required. NO campus addresses are accepted.

CITY/STATE/ZIP: _____

FROM: _____

Account Number(s)

Account Name(s)

Original Receipts are **REQUIRED**. Use separate line for shipping charges.

Invoice Desc	Invoice / Acct No.	Due Date	Invoice Amount	P.O. Number	Foundation Use Only
(1)					
(2)					
(3)					
(4)					
(5)					
			0.00		

DESCRIPTION:

APPROVALS:

Three lines for Approvals:

Requested by: Person preparing form
Approved by: Account Administrator
(cannot approve his/her own expenses)
\$5000 or more: Dean, V.P., etc...

Requested by: _____

Date

Approved By: _____

Date

\$5000 or more signature (Also President or Dean) _____

Date

* No other receipt will be submitted for this transaction. This expense line is with restrictions placed on this account. I have investigated alternate vendors, and this request for payment is based on my conclusion that this vendor's products/services best meets the needs of Western Kentucky University. The goods and/or services were received.

* Inventory Control will be notified of equipment purchases over \$1,000.

* Send with original receipts to WKU Foundation, CAC 309. Make copy for your records.

Clear Form