



**WKU FOUNDATION**

*Your Gifts. WKU's Future.*

## **TRANSFERS FOR PROCARD PURCHASES**

- ***Complete*** a WKU Foundation Expense Voucher made payable to the WKU/Office of the Controller.
- In the description ***specify*** what University account number is being reimbursed.
- Include receipt/invoice where item(s) were purchased.
- ***A COPY OF THE PROCUREMENT CARD STATEMENT MUST BE ATTACHED TO THE EXPENSE VOUCHER.***

If you have any questions please contact the WKU Foundation at extension 5-3105