

- For vendor payment (invoice required)
- For reimbursement of expenses (receipts required and signatures of person 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

<i>Internal Use Only</i>	
1099 Entry	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Box #
Fund <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/>	

Vendor Information

Payee _____

Payee _____

Address _____

Voucher Number _____

Voucher Date _____

Account Information

Name _____

Number

Expense Account Code *select from chart below

Check one below

- Mail check directly to payee (please enclose envelope for off-campus mailing)
- Mail check back to: Name _____
- Check will be picked up. Please call when ready: Name _____

Campus Location _____ Ext. _____

INVOICE #	DESCRIPTION	DETAIL	TOTAL
			\$ _____ -

Required for Reimbursement 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):

*Payee Signature _____

Custodian/Authorized Name _____ (print)

*Supervisor's Signature _____

Custodian/Authorized Signature _____

Expense Account Codes

<ul style="list-style-type: none"> 5000 Student Aid - Scholarships 5010 Student Aid - Fellowships & Assistantships 5020 Student Aid - Internships 5030 Student Aid - Awards 5040 Student Aid - Research Grants 5500 Salaries/Benefits/Overhead 6000 Office Expense 6050 Copying/Printing/Stationery 6100 Equipment Repair/Maintenance 6150 Equipment Purchase 6200 Meeting expense 6250 Moving Expense 6300 Travel 6350 Faculty-Staff Awds/Honorariums/Stipends 	<ul style="list-style-type: none"> 6400 Telephone 6450 Postage 6500 Dues/Subscriptions/Books/Publications 6550 Conference/Registration Fees/Staff Development 6600 Donor Recognition & Cultivation * 6650 Hosting/Catering/Meals 6700 Software Contracts 6750 Events Expense 6800 Program Expense * 7050 Professional Services Fees (legal) 7250 Fees * 7300 Consulting 7900 Other Expenses 9000 Transfer
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*only to be used with Unrestricted accounts (0xxxx)