

Wake Forest University
Financial and Accounting Services

Expenditure Voucher

ALL CHECKS WILL BE MAILED DIRECTLY TO YOUR HOME LOCAL ADDRESS

Payee address (must match address on W9 form.)

Name of payee must match name on W9 form

Home/Local Address:
123 Corporation Street
Winston Salem, NC 22222

ABC Cover Band

33-3333333

Enter tax ID number from W9 form. Sometimes may be a personal Social Security number. If so, contact ap@wfu.edu for guidance.

Delivery Method:
Check One
 US Mail
 Hold for Pick-up

If you have the check mailed, be aware it may take up to six weeks.

Are you a US Citizen?
Check One
 Yes No

If you request hold for pickup, be sure to provide contact info.

Make Payable To:
(Full Name)
Check One
 Employee WFU ID#
 Student WFU ID#
 Other -Need TIN#/SS#
(if other please provide)
Campus/Phone #

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
Fee for Engagement					2,000.00
Student Government's Big Dance Party					
The Barn					
31-Oct-16					
Do you need to gross this payment up?					
Do you need to hold it for pickup?					
If so, who should they contact when the check is ready?					
Who is the contact for questions?					
Always attach documentation such as contracts or receipts.					
Total					2000.00

Leave these spaces blank, SAF admins will complete.

Use this space to add additional instructions for Accounts Payable staff.

Do you need to gross up? If so, request it in the body of the document.
To determine if you need to gross up, review your invoice or contract. Does the vendor have any language about "no fees or taxes should be deducted from the payment?" If so, a gross-up may be needed. If in doubt, contact the vendor.

"I certify that the above charges are true, just, and were incurred for school related business, and no part of these expenditures To pay a vendor, no signature is needed here. If requesting reimbursement, the payee should sign and date.

Payee Signature:

Approval Signature:

SAF/DCF administrators will sign the approval line and send to AP.

PLEASE STAPLE ALL RECEIPTS & PROPER DOCUMENTATION