

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.)

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

ABC Cover Band

Name of payee must match name on W9 form

**Home/Local Address:**

123 Corporation Street

Winston Salem, NC 22222

Check One

Employee WFU ID#

Student WFU ID#

Other -Need TIN#/SS#

**Campus/Phone #**

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.

**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
- \*Added Correctly
- \*Specific detailed business purpose

Business Purpose	Fund	Dept	Acct	Activity/ Location	Amount
Fee for Engagement	111111	129xxx	5xxxx	5 digit code to categorize the expense	2,000.00
Student Government's Big Dance Party	The fund is almost always 111111 unless a grant is involved. If you're not sure, contact ap@wfu.edu.	Enter budget code to be used for expense. See below for A fund coding.			
The Barn					
31-Oct-16					
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?					
<b>Agency Fund coding:</b>	Axxxxx	110000	5xxxx	5 digit code to categorize expense.	
	Agency fund number				
Always attach documentation such as contracts or receipts.					
<b>Total</b>					2000.00

To pay a vendor, no signature is needed here.

... were incurred for school related business, and no part of these expenditures have an organization, or individual." (By signing below, you agree to this statement.)

**Payee Signature:**

**Approval Signature:**

Your advisor or other budget approver signs here.

**PLEASE STAPLE ALL RECEIPTS & PROPER DOCUMENTATION**