## Wake Forest University Financial and Accounting Services

## **Expenditure Voucher**

Payee address (must match address on W9 form.)

Other -Need TINE/SS#  33-353333 - Sometimes may be a personal Social Security number. If so, contact ap@wfu.edu for guidance.  Please include the followine:  "Account Number Proj/Grant# Social Suplanture of Payee "Detailed explanation of charge(s) "Number/Proj/Grant# "Onginal receipt(s)/Proof of Payment"  Business Purpose Fund Dept Acct Cartiful Dept Acct Cartiful Dept Acct Student Government's Big Dance Party  The Barn Jan-Oct-16 Leave these spaces blank, SAF Jadmins will complete.  31-Oct-16 Joy ou need to gross this payment up? Joy ou need to gross this payment up? Joy ou need to hold it for pickup?  Do you need to hold it for pickup? Joy ou need to gross this payment up? Joy ou need to hold it for pickup? Joy ou need to hold it for pickup? Joy ou need to gross this payment up? Joy ou need to hold it for pickup? Joy ou need to gross this payment up? Joy ou need to hold it for pickup? Joy ou need to gross this payment up? Joy ou need to hold it for pickup? Joy ou need to gross up, review your invoice or contract. Does the vendor have any language about the check is ready? Joy ou need to gross up, review your invoice or contract. Does the vendor have any language about have any language about be deducted from the payment?" If so, a gross-up may be needed. If in doubt, contact the vendor.  Always attach documentation such as contracts or receipts.  Payee Signature:  Payee Signature:  Saf/DCF administrators will sign the approval line and send to AP.	Make Payable To: (Full Name)  Check One  ABC Cov		Name of payee must		Home/Local Address: 123 Corporation Street Winston Salem, NC 22222			
Other Heed TIME/SE 33-33333333	○ Employee WFU ID#					WINSION Sa	ilem, NC 222	
Gampus/Phone # Sometimes may be a personal Social Security number. If so, contact ap®wfu.edu for guidance.  Please include the following:  "Account Number "Signature of Payee "Detailed explanation of charge(s) "Original receipt(s)/Proof of Payment "Student Government's Big Dance Party  The Barn January The Barn Jaddinal Instructions for Accounts Payable staff.  Do you need to gross this payment up?  Do you need to hold it for pickup?  If you request hold for pickup he sure to pickup, be sure to pickup and to the sure pickup, be sure to pickup and to the sure pickup, be sure to pickup and to pickup. The sure pickup and to pickup and to the sure pickup, be sure to pickup and to pickup. The sure pickup and to		33			Delivery Method:		If you have the check mailed, be aware it ma	
Business Purpose Fund Dept Acct Location Amount  2,000.00  Student Government's Big Dance Party The Barn admins will complete.  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?  Who is the contact for questions?  Always attach documentation such as contracts or receipts.  Total  2,000.00  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.  Always attach documentation such as contracts or receipts.  Total  2000.00  Total  2000.00  Total  2000.00  Total  2000.00  Amount  Amount  Amount  2,000.00  To detrmine if you need to gross up? If so, request it in the body of the document.  To determine if you need to gross up? If so, a gross-up may be needed. If in doubt, contact the vendor.  Total  2000.00  Total  2000.00  Always attach documentation such as contracts or receipts.  Total  2000.00  Total  2000.00  SAF/DCF administrators will sign the approval line and send to AP.	Campus/Phone #  Please include the following  *Account Number  *Dept. Number/Proj/Grant#	y be a personal Social r. If so, contact ap@wfu.edu gnature of Payee etailed explanation of charge(s)			US Mail Hold for Pick-up  Are you a US Citizen? Check One Yes No  *Itemized/Detailed Receip *Added Correctly		If you request hold for pickup, be sure to provide contact info.  t of Purchase(s)	
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?  Who is the contact for questions?  Always attach documentation such as contracts or receipts.  Always attach documentation such as contracts or receipts.  Total  2,000.00  Leave these spaces blank, SAF administrations will complete.  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.  Always attach documentation such as contracts or receipts.  Total  2000.00  Cardifu that the above charges are true just- and were incurred for school related business, and no part of these expenditures for pay a vendor, no signature is needed here. If requesting reimbursement, the payee should sign and date.  Payee Signature:  SAF/DCF administrators will sign the approval line and send to AP.	Fee for Engagement  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?		Leave these sadmins will c		Acct	-		mount
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