

COLGATE UNIVERSITY DISBURSEMENT VOUCHER

Date: _____

Payee: _____ ID# _____
(Student/Employee)

For Checks:
 Mailing Address: _____

Approval: _____

Description	Amount

Expense Code(s):

Fund _____	or	Org _____
_____		_____
_____		_____

Account _____

\$ Amount

FOR PAYMENT BY CHECK:

Date check to be issued: _____

Hold for Pick-Up

ADDITIONAL INFORMATION:

FOR PAYMENT BY CASH:

Received	\$ _____	Name _____	Date _____
	Amount		

For Accounting Use Only
AR doc # _____
AP doc # _____

IMPORTANT: print 2 copies (send 1 to controller, retain 1 copy for your records)