

# University of Ääpp

## Supplemental Accounting Voucher

(Attach to PeopleSoft Non-PO Voucher)

One Invoice Per Voucher

Name and Address of Firm or Individual To Be Paid	Date Submitted
	Federal ID Number
	Vendor Number

Explanation	<p>I certify (Initial each line and sign below)</p> <p>_____ These expenses were necessary for University business.</p> <p>_____ I personally paid these expenses and have not been nor will I be reimbursed by any other person/entity.</p> <p>_____ To the best of my knowledge, these expenses are correct and are eligible for reimbursement under University policy.</p> <p>Payee Signature _____</p> <p>Title _____</p>
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Invoice Date	Invoice Number	Description
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MoCode	Account	Fund	DeptID	Program	Class	BP	Project/Grant	Bus. Unit	Amount:

<b>Authorized Signer(s) for Chartfield String(s)</b>				DeptID/Program/Project Name	
Name		Date		Payment Handling	
Signature					
<b>Administrative Superior</b>				Taxable	
Name		Date		Approved (Acctg)	
Signature					
				PS Non-PO Voucher Number	