

IOWA STATE UNIVERSITY -- VOUCHER

INSTRUCTIONS TO DEPARTMENTS:

1. Do not use this voucher if you have already completed a purchase requisition.
If you receive the vendor's invoice, forward it directly to 3617 ASB, indicating the correct purchase order number on the invoice. It is not necessary to include a voucher.
2. Forward both the original and remittance copies to 3606 ASB. Keep a photocopy for your own records.

**VENDOR
NAME**

Phil O'Dendron 123 Vine Street Nevada, IA 50201

DEPARTMENT: Horticulture
DATE: 7/20/2009

ISU	Vendor	Invoice
<u>Order No.</u>	<u>Invoice No.</u>	<u>Date</u>

VENDOR FEIN # _____

REQUESTER Pam Planter

REQUIRED:

Business Purpose: Explain why item/service is being purchased and how/where it will be used.

Travel Advance for the House Plant Appreciation Society conference

Item No.	Quantity Invoiced	Description	Unit Price	Extended Amount	
	1.00	Travel advance for a conference in Omaha, NE 8/1/09 - 8/3/09 Advance needed July 27 Expenses will be charged to 701-0157 <i>(Don't forget to attach the Cash Advance Authorization for Non-Employee form.)</i>	400.00	400.00	
	Class	IRS	Fund Acct	Sec-Proj	Amount
	914 00	00	207 0033		\$400.00
			TOTAL		\$400.00
			TOTAL		400.00
Materials/Services Received (Traveler's signature is not required.)			DO NOT REMOVE DOCUMENTS ATTACHED TO ACCOUNTING VOUCHER		
_____ Signature			_____ Date		
Approved for Payment (Signature of department chair or designee)			Terms and Prices Checked		
_____ Dept. or Sec. Head			Check No.		
_____ Date					

Forward the original and one photocopy to Accounting, 3606 ASB. The photocopy should be marked "COPY".
Accounting Copy
Remittance Copy