

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	Rose Blum 456 Horticulture	DEPARTMENT:	Horticulture
		DATE:	7/20/2009
		ISU	Vendor
		Order No.	Invoice No.
			Invoice Date
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 Orchid Cultivation Society conference

Item No.	Quantity Invoiced	Description	Unit Price	Extended Amount	
	1.00	Travel advance for a conference in London, England 8/1/09 - 8/6/09 Advance needed July 27 Expenses will be charged to 701-0157 <i>(Don't forget to attach the Cash Advance/Payroll Authorization form.)</i> <i>(Note: This will appear as a charge on the employee's Accounts Receivable account.)</i>	1,200.00	1,200.00	
	Class	IRS	Fund Acct	Sec-Proj	Amount
	914 00	00	207 0021		\$1,200.00
			TOTAL		\$1,200.00
				TOTAL	1,200.00

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	Check No.
Dept. or Sec. Head _____	Date _____	

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

Accounting Copy Remittance Copy