



**University of Alabama Huntsville Foundation
Miscellaneous Voucher**

- DISBURSEMENT
 REIMBURSEMENT (UAH employees only)
 TRANSFER (To Gift Account)

Instructions

Submit to Office of Development (SKH 316)

Please Make Check Payable To:

Name: _____

A#: _____ **Invoice # or Account #:** _____

Street Address: _____

City: _____ **State:** _____ **ZIP Code:** _____

DETAILED DESCRIPTION OF EXPENSE OR TRANSFER:

(please attach supporting documentation, including detailed receipts, invoices and written justification sufficient to ensure purpose of gift transfer is in compliance with donor restrictions as required)

Date	Description	Amount

Justification/reasons why normal UAH purchasing processes could not be followed:

Foundation Org. Number(s)	Account Code	Amount	Total Expense

Meal reimbursement request must include the name and title of all persons attending, the business purpose of the event, and a detailed receipt.

I hereby certify that:

-the expenses indicated hereon were incurred by me in the performance of official University of Alabama in Huntsville business pursuant to authority granted to me.

-I have not been and will not be reimbursed for any of these expenses by any other entity.

-this voucher has been completed in compliance with UAH Foundation policies and no expenses included herein have been previously submitted.

Signature of Purchaser

Date

Printed name of Authorized Signer: _____

Signature of Authorized Signer: _____

Provost Approval (For Academic Units Only): _____

UAH Foundation Approval: _____

Accounting Approval (Fund Verification): _____

Check Date: _____ **Check Number:** _____