

# 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:**

**ADDITIONAL INFORMATION:**

Date check to be issued: \_\_\_\_\_

Hold For Pick-Up

**FOR PAYMENT BY CASH:**

Received \$	Name	Date
Amount	Name	Date

<b>For Accounting Use Only</b>	
AR doc # _____	
AP doc # _____	

**IMPORTANT: send white & yellow copies to controller - retain pink for your records**