Business Office Use Only | Voucher # | Purchase Order #

Orange County Community College
115 South Street
Middletown, NY 10940

Voucher

Handling Instructions:
Check One:

- [ ] Mail
- [ ] Return via Inter-Office Mail
- [ ] Other: _____

Checks will not be available for pick-up from the Business Office. They will only be distributed via mail.

Please Print or Type

Make Checks Payable to:

Date of Voucher _____

Soc Sec # _____

Name _____

Address _____

_____

_____

City _____

State _____ Zip _____

Business Office Use Only

Vendor # _____ Seq # _____

Due Date _____

Check # _____ Check Total _____

_____

For Travel: ***Indicate Date*** , destination, and mileage- plus reason for trip. For other expenses: Attach sales slips, receipts, or other verification of expenses. **No reimbursement will be made without receipts**.	**Charge Account Number**	**Request Amount**
	Total This Voucher	

Requisitioner's Signature	Division/Dept Approval	Business Office Approval

THIS VOUCHER VALID ONLY WHEN APPROVED BY APPROPRIATE COLLEGE OFFICIAL(S)