|  |  |  |
| --- | --- | --- |
| **Campus Voucher Request Form** | | |
| Preparer’s Name: | Preparer’s Dept: | Today’s Date:  Click here to enter a date. |

**Entertainment Expenses**

|  |  |  |
| --- | --- | --- |
| Issue Payment To: | PID: | Total Purchase Amount: |
| Date of Purchase:  Click here to enter a date. | More than 8 people attended | Place, Purpose, and Agenda: |
| Description:  Meal Other  Reception  Recruitment  Training Session  Business Meeting | If 8 or less people attended, please list their names here: |
| Receipts contain alcohol purchases: Yes  No Approved Age Verification: Yes N/A  Permission to Serve alcohol per UNC Policy: <http://policy.sites.unc.edu/files/2013/03/alcohol.pdf>  Yes N/A (Explain) | | |

|  |  |  |
| --- | --- | --- |
| Issue Payment To: | PID: | Total Purchase Amount: |
| Date of Purchase:  Click here to enter a date. | Items Purchased: | Purpose: |

**Supplies & Services**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Required Financial Information** | | | | |
| Business Unit | Fund | Source | Dept ID | Program |
|  |  |  |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Required for Contracts & Grants** | | | **Department Specific Information** | | |
| PC Business Unit | Project ID | Activity | Cost Code 1 | Cost Code 2 | Cost Code 3 |
|  |  |  |  |  |  |

Signature:

*Please return this completed form to your department Administrative Manager with the appropriate supporting documentation.*