|  |
| --- |
| **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/APermission 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.*