

The Texas A&M University System Health Science Center Foundation

EXPENSE VOUCHER

Revised 05/03/2004

It is requested that payment of the following expenses be made:

HSC Foundation USE ONLY

Could Use HSC Funds? or

Transfer to HSC? or

Taxable payment to HSC employee? or

Refused Interest or

PAY TO: For Transfer to HSC - HSC Account Number: _____
 FOR for payment to payee:
 Payee ID#: _____
 Payee Name: _____
 Payee Address: _____

FROM: 940100- _____
 Fdn Account Number Exp Code Account Name

This expense (transfer) is for the following as per attached invoices, receipts or instructions:

	Invoice Date	Invoice number	Invoice Amount	Fdn. Use Only
(1)			\$	
(2)				
(3)				
(4)				
TOTAL AMOUNT			\$	

Description: _____

REQUESTED BY - Does not authorize payment	REQUESTOR	DATE
Account Administrator - must sign all vouchers.	ACCOUNT ADMINISTRATOR	DATE
HSC V.P. for Finance and Administration Must sign all vouchers.	HSC VP FOR FINANCE AND ADMINISTRATION	DATE
HSC President - must sign all vouchers over \$100,000.	HSC PRESIDENT	DATE
HSC Foundation Secretary - must sign all vouchers over \$10,000.	HSC FOUNDATION SECRETARY	DATE

- 1) Any expenditure that meets HSC Disbursement guidelines may not be paid from an HSC Foundation Account. Funds must be transferred from the Foundation to the HSC via this form and the expenditure paid by the HSC through HSC Accounts Payable Office.
- 2) Travel reimbursement requires completed travel and leave forms.
- 3) For vendor payments - include vendor copy of invoice to mail with check.
- 4) Vouchers must clearly reflect purchases of alcoholic beverages.
- 5) Personal reimbursements must be approved at higher level of supervision.
- 6) Taxable payments to HSC employees may not be paid through the HSC Foundation.