



Expense Credit Form

Account	Fund	Department	Program	Class	Proj/Grant	Amount	VchrID# or DocumentID#
Justification: Why is transaction-taking place?							
Requestor Signature			Requestor Printed Name			Date	Campus Phone Ext
Sponsored Account: Is this a sponsored account?						Yes	No
(If yes, then it must be routed through sponsored accounting for signature before going to the Cashier's Office.)							
Sponsored Accounting Signature			Sponsored Accounting Printed Name			Date	Campus Phone Ext

Please remember the original voucher number or document ID number must be with the accompanying paperwork for a cash receipt to be processed.

In addition, if you need a check receipted to **personal services (5xxxxx)**, please submit the check to the **Payroll Department (HSB-173)** with the following information: the employee's name, social security number, pay run ID number, and the document ID number. If you need a check receipted to **travel (64xxxx) or per diem and fees (751xxx - 752xxx)**, you will need to provide the individual's name, social security number, and the original voucher number. Personal services, travel and per diem fees expenditures are reported to the State via the continuous audit; therefore, the additional information as stated above, must be provided for any adjustments to these expenditure accounts.

Routing: Please forward the check, this form, and any other documentation to the Cashier's Office (AA-2004). Also, please forward a copy of this form and any documentation to Financial Accounting (HSB-108) via campus mail or fax 1-1648.