



**University of Alabama Huntsville Foundation  
Miscellaneous Voucher**

- DISBURSEMENT  
 REIMBURSEMENT (UAH employees only)  
 TRANSFER (To Gift Account)

**Instructions**

Submit to Office of Development (SKH 316)

**Please Make Check Payable To:**

**Name:** \_\_\_\_\_

**A#:** \_\_\_\_\_ **Invoice # or Account #:** \_\_\_\_\_

**Street Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **ZIP Code:** \_\_\_\_\_

**DETAILED DESCRIPTION OF EXPENSE OR TRANSFER:**

(please attach supporting documentation, including detailed receipts, invoices and written justification sufficient to ensure purpose of gift transfer is in compliance with donor restrictions as required)

Date	Description	Amount

**Justification/reasons why normal UAH purchasing processes could not be followed:**

Foundation Org. Number(s)	Account Code	Amount	Total Expense

Meal reimbursement request must include the name and title of all persons attending, the business purpose of the event, and a detailed receipt.

I hereby certify that:

-the expenses indicated hereon were incurred by me in the performance of official University of Alabama in Huntsville business pursuant to authority granted to me.

-I have not been and will not be reimbursed for any of these expenses by any other entity.

-this voucher has been completed in compliance with UAH Foundation policies and no expenses included herein have been previously submitted.

\_\_\_\_\_

\_\_\_\_\_

**Signature of Purchaser**

**Date**

**Printed name of Authorized Signer:** \_\_\_\_\_

**Signature of Authorized Signer:** \_\_\_\_\_

**Provost Approval (For Academic Units Only):** \_\_\_\_\_

**UAH Foundation Approval:** \_\_\_\_\_

**Accounting Approval (Fund Verification):** \_\_\_\_\_

**Check Date:** \_\_\_\_\_ **Check Number:** \_\_\_\_\_