

AREA OF RESPONSIBILITY: DIVISION OF FINANCIAL AFFAIRS
RESPONSIBLE CONTACT: VICE PRESIDENT FOR BUSINESS AFFAIRS
POLICY IDENTIFICATION: VOUCHERS AND REQUISITIONS
Revised Date: 02/06/09
LAST REVISED: 5/2022

It is the policy of the University that all approved cash disbursements (except petty cash) must be requested through expense voucher or requisition and approved by the appropriate offices. Vouchers must be used for payments not requiring a purchase order, e.g., honoraria, special events, etc. Requisitions are completed when a purchase order is to be issued.

Vouchers and requisitions must be approved and signed by the document head and, depending upon its classification, may require the approval of the other University officials.

Types of Vouchers

Vouchers are classified as follows:

1. Restricted –

Vouchers that are drawn on federally funded or special programs. These vouchers and requisitions must be reviewed and approved by the Comptroller and the Assistant to the Associate Vice President, Sponsored Research and Innovation

- (for Title III federal funds). If Title III funds are required, funds must be requested on a Title III voucher.

2. Unrestricted-

- Vouchers drawn on University funds. These vouchers and requisitions must be reviewed AND approved by the Purchasing Officer and the Vice President for Financial Affairs for final approval.