

MILLSAPS COLLEGE
ACCOUNTS PAYABLE VOUCHER

Date: _____

SUBMIT TO: **Business Office**

MAKE CHECK PAYABLE TO:

ADDRESS: _____

AMOUNT OF CHECK TO BE ISSUED: \$ _____

FOR EXPENSE INCURRED ON : (Date) _____

GL ACCOUNT NUMBER: _____

EXPLANATION OF EXPENSE: _____

Requested by: _____

Signature: _____

Department Head Approval: _____