PAYMENT VOUCHER

College of the Atlantic

Please attach receipts or other backup	Date:	
WHO (to pay):		
WHAT (amount to pay): \$		
WHERE (did it happen):	•	
WHEN (did it occur):		
WHY (did it happen):	,	
Check to be picked up by	·	
Check to be mailed to this address		
APPROVED BY	BUDGET TO CHARGE	
^	days to be reimbursed. Thank you!	
PAYMENT VOUCHER		
College of the Atlantic	Date:	
College of the Atlantic **Please attach receipts or other backup**	Date:	
Please attach receipts or other backup WHO (to pay):		
College of the Atlantic **Please attach receipts or other backup** VHO (to pay): VHAT (amount to pay): \$		
College of the Atlantic **Please attach receipts or other backup** VHO (to pay): VHAT (amount to pay): VHERE (did it happen): VHEN (did it occur):		
College of the Atlantic **Please attach receipts or other backup** VHO (to pay): VHAT (amount to pay): VHERE (did it happen):		
College of the Atlantic **Please attach receipts or other backup** VHO (to pay): VHAT (amount to pay): \$ VHERE (did it happen): VHEN (did it occur): VHY (did it happen):		
Please attach receipts or other backup VHO (to pay): VHAT (amount to pay): \$ VHERE (did it happen): VHEN (did it occur): Check to be picked up by		

Receipts must be turned in within 60 days to be reimbursed. Thank you!