

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

Department Head Approval: \_\_\_\_\_