



PAYMENT VOUCHER

SAA Office Use Only:	
<input type="text"/>	<input type="text"/>
Date Received	Vendor Code

Account#	Line#	Amount
		\$
		\$
		\$
Total Payment		\$

Check one:

- Mail
- Pickup
- Transfer
- Venmo (Amount must not exceed \$50)

Is this an advance? Yes

If yes, advance receipts & unused cash are due within two (2) weeks of the advance date. No future advances will be issued until all receipts are submitted.

ORGANIZATION/CLUB NAME _____

Please process a check/transfer to _____

Venmo name if applicable _____

We hereby certify that the funds are being used in compliance with the policies, procedures and guidelines outlined in the ESU SGA Handbook for Recognized Clubs and Organizations.

Description of Expense

Student Officer Signature Date

Student Officer Email Address

Advisor Signature Date

Advisor Email Address

(please attach appropriate documentation such as invoice, receipt, contract etc.) REV_8-2020

SAA Representative Signature Date