

Instructions for Completing Student Club Expenditure Voucher Form

Fields Required to be Completed	
Field	Instructions
Club Name	Enter Official Club Name
Make Check Payable To	Enter Official Business Name or Individual Name Note: <ol style="list-style-type: none"> (1) If this individual or company is not listed within the TCC vendor database, a substitute W-9, T-9 Employee Profile Form or Student Employee must be completed and submitted with your voucher. (2) You may contact our office to verify whether or not this individual is in the TCC database. (3) Student check will be sent to their address of record in SIS; therefore student must ensure that their current address of record is correct within SIS.
Address, City & State	Enter Complete Address, City & State of Payable
Phone #	Enter Area Code and Telephone No of Payable
Contact Person	Enter Business Contact Name
Vendor Federal ID# or Student SIS/Emplid#	Enter Payable Employer Identification Number, Student SIS or Employee ID; whichever is applicable
Date	Enter Date on Invoice or Date of Purchase
Description of Expenditure, Materials or Services	Enter Complete Description of Item or Service; if invoice is submitted the name of item as appeared on invoice Note: Shipping/Taxes must be enter as an item separately; if applicable.
Quantity	Enter Quantity
Unit Price	Enter Unit Price; Preferably – i.e. Ea.
Total Price	Enter Total Price – i.e. Qty X Unit Price = Dollar Amt.
Purpose of Expenditure	Enter purpose applicable for the expenditure: <ul style="list-style-type: none"> ■ Name of Event ■ Dates ■ Student name emplid# ■ Why

	Note: All of these items may not be applicable to your action. Only address items that are applicable.
Club Officer Name & Date	Club Officer must sign their signature and date request. Note: The Club Officer must be an official officer on record with our office for the current year.
Faculty Advisor & Date	Faculty Advisor must sign their signature and date. Note: The Faculty Advisor must be an official officer on record with our office for the current year.

Exhibit 1

STUDENT CLUB EXPENDITURE VOUCHER TIDEWATER COMMUNITY COLLEGE, CHESAPEAKE CAMPUS

Rev. 07/11

** From here, go anywhere!™*

This space is for Business Office use only

CLUB ACCT # _____	DATE _____	CHECK # _____
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*CLUB NAME: _____	Supporting Paperwork MUST BE ATTACHED
*MAKE CHECK PAYABLE TO: _____	
*ADDRESS, CITY & STATE: _____	
*PHONE #: _____ *CONTACT PERSON: _____	
*VENDOR FEDERAL ID# _____ OR STUDENT SIS/EMPLID# (required): _____	

REQUIRED INFO: *If not present, voucher will be returned.*

*DATE	*DESCRIPTION OF EXPENDITURE, MATERIALS or SERVICES	*QUANTITY	*UNIT PRICE	*TOTAL PRICE
<i>If more lines are needed, attach additional expenditure vouchers.</i>			Total	

*PURPOSE OF EXPENDITURE: (Name of event, dates, student name, emplid#, why, etc.)

TWO SIGNATURES REQUIRED:

BUSINESS OFFICE APPROVAL:

APPROVED: _____
 Club Officer & Title Date

APPROVED: _____
 Faculty Advisor Date

 Funds Available Date

 Business Manager Date

Date Receipts Received in Bus Off

Vendor ID: _____
Control Group ID: _____
Voucher ID: _____
Invoice ID: _____ Check #: _____
Agency List #: _____
Pay Cycle (Quick #): 0095

Business Office Use Only