

Voucher ID: \_\_\_\_\_

PeopleSoft: \_\_\_\_\_

Work log: \_\_\_\_\_

**FORM INFORMATION**

LAS staff member:	Date:
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**PAYMENT TYPE**

P-Card Payment	Vendor Payment
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**P-CARD PAYMENT**

P-Card holder:	UFID:
Vendor name:	Amount: \$
Item description:	
LAS ChartField:	
Add'l ChartField:	
Benefit to the state/grant:	
Is this purchase related to travel?	yes                      no
Type of travel:	Foreign                      In-state                      Out-of-state
Traveler's name:	
Travel Authorization ID ( <i>required</i> ):	
Travel details:	

**VENDOR PAYMENT**

Invoice Attached	Uploaded in Corcentric
New Vendor	One-time Vendor/Honorarium
Vendor name:	
dba:	Amount: \$
Vendor number:	Invoice number:
Vendor address:	
Item description:	
LAS ChartField:	
Add'l ChartField:	
Benefit to the state/grant:	
Foundation Fund Administrator (non-LAS):	

**SPECIAL REQUESTS**

Foreign Bank Wire	Pay in Foreign Currency ( <i>Approval req'd</i> )
Purchase Order/Contract	URGENT