

WINONA STATE UNIVERSITY FOUNDATION DISBURSEMENT VOUCHER

Please use this form when requesting funds from an account held by the WSU Foundation.

Instructions:

1. Complete all applicable items.
2. **Attach appropriate documents** which verify that the expenditure(s) support the University's academic mission.
3. Submit one voucher per check. Multiple charges and accounts may be submitted on one voucher.
4. Use this form only for disbursement of funds held by the WSU Foundation.
5. **Return all 3 copies** to WSU Foundation, Development Office. Pink copy will be returned to originator after check has been processed.

_____ Payee (include address) _____

Disposition of checks:

Please mark one

- () Send to Payee
 () Return to department named below
 () Hold for pick-up
 phone # / Email _____

WSU Foundation Account No.(s)	Explanation of Use of Funds (attach receipts)	Amount
Account Number & Account Name	Provide explanation and purpose of expenditure(s)	
	TOTAL	\$

Requested by: _____ Print name

Signature Date

Department Name & Address

Approved by:

Department Chairman Date

College Dean Date

FOR OFFICE USE ONLY

Development Office _____

Foundation Treasurer _____

Check No. _____ Date _____

White-WSU Foundation Copy

Yellow-Payee Copy

Pink-Originator Copy