

MILLSAPS COLLEGE
ACCOUNTS PAYABLE VOUCHER
ADVANCE REQUEST FORM

Today's Date: _____

SUBMIT TO: Business Office

MAKE CHECK PAYABLE TO:

ADDRESS: _____

AMOUNT OF CHECK TO BE ISSUED: \$ _____

FOR EXPENSE INCURRED: (Dates of Event or Travel) _____

GL ACCOUNT NUMBER: _____

EXPLANATION OF EXPENSE: _____

Requested by: _____

(By signing I agree to clear the advance within 15 days of the event date)

Department Head Approval: _____