

**San Diego State University
Disbursements Voucher**

5500 Campanile Drive
San Diego, CA 92182

Accounts Payable

AD116 MC1611
619-594-0894

Date

Total reimbursement may not exceed \$50.00 (exclusive of sales tax) per purchase or service (SAM 8112)

Qty	Item	Unit Price	Amount
Subtotal			
Sales Tax			
Total			

Required: Justification/State purpose of purchase

Accounts Payable will process this transaction without prior approval of Contract and Procurement Management if this form is properly completed and original receipts are attached.

Purchases must comply with all applicable policies and procedures for the procurement of goods for San Diego State University and the state of California.

I hereby certify that the above goods were received by and necessary for use by San Diego State University and that quantity and quality are as indicated.

Employee (please print)			
Employee Signature	Date	Department	Phone
Oracle Account Number	Signature of authorized representative		Date

IMPORTANT NOTE: Reimbursement checks will be mailed. Home or office address must be provided.

Street Address	
Please print	
City	
State	
Zip Code	

Additional forms and instructions can be found on the Accounts Payable Web site at <http://bfa.sdsu.edu/ap/forms.htm>