RESET

WESTERN MICHIGAN UNIVERSITY

VOUCHER

* VOUCHER NUMBER			
	FUND	DEPARTMENT	ACCOUNT

* Vendor: This is the po number to reference on your invoice.
Invoices without a po number will be returned for more information.
Example: # # - # # # # # # 0 - # # # #

FOR ACCOUNTING USE ONLY

TAX EXEMPT:38-6007327

INVOICE TO:
WESTERN MICHIGAN UNIVERSITY
ACCOUNTS PAYABLE
KALAMAZOO, MI 49008-5208
(269) 387-4253

Authorized Signature

Authorized Signature

Date

Department Placing the Order

Payee/Vendor Name

Person Placing the Order

Address

Phone Number

Address

Ship to Address

Address

Ship to Address

INVOICE, ACCOUNT OR WIN#	QUANTITY	DESCRIPTION	AMOUNT

* Make a copy for the department prior to sending the original to Accounts Payable

TOTAL $0.00

Pick-up Check Mail Check

* Employee reimbursements will be processed via Payroll

Stock Number

(interal use only)