

University of Nebraska Transaction Voucher
Hixson-Lied College of Fine and Performing Arts

Department/School:

Date of purchase:

Purchaser/Cardholder:

Purchased for:
(if different person than purchaser)

Type of purchase:

P-Card

Direct Pay

Purchase Order

Internal

Amount:

Vendor:

Business Purpose:

Instruction Research Conference/Registration Repair/Maintenance

Other (please explain):

Description/Additional Notes:

Cost Object/Funding Source:

Approval Signature: _____ Date

Approval Signature: _____ Date
(additional signature when required)

To be completed by Business Staff

Reviewed by: _____

GL: _____

Date Reviewed: _____

Tran Code: _____

Reconciled to Ledger by: _____

Date: _____