Other Reimbursement Voucher Instructions

Use this form to report and request reimbursement for other business related expenses. All expenses must confirm to the College’s purchasing policies

- **Payee’s Name**: this is who the check will be made payable.
- **Bloomfield ID#**: Bloomfield College ID number
- **Department**: what department is requesting payment
- **Extension**: enter the department extension that we should call in the event there are questions
- **Pick up or mail**: check the box of your preference (mail or pick up). Checks will be mailed if no selection is made.
- **Accounts to be Charged**: For each account that needs to be charged please fill in fund, unit and object code and the amount related to each account number. The entire section will subtotal automatically.
- **Detail of Expenses**: include the date, purpose and amount of each expense.
- **Advances**: include the amount of advance, if any, that was previously received
- **Total request**: this is the amount you are requesting. It is the total of the Detail of Expenses less any Advances. This amount should equal the total in the Accounts to be Charged section.
- **Provide the names of the employee, supervisor and vice president (if applicable)**
- **Print form out on appropriate color paper**
- **Have each person sign where appropriate**
- **Date each signature**
- **Submit to Accounts Payable**