

Purchase Voucher

Original Implementation: September, 1990

Last Revision: July 28, 2015

Except as specified herein, purchases for goods or services are to be processed in accordance with Delegated Purchasing Authority (17.5). Payments that do not involve a purchase requisition may be initiated on a purchase voucher and include, but are not limited to, the following:

1. Overnight mail services (no voucher required if using the procurement office preferred vendor contract)
2. Licensing fees (except software licensing fees)
3. Notary bonds
4. Refunds
5. Postage (with president's approval in accordance with Mail Services (16.16))
6. Prepayment of registration fees for business conferences, workshops and seminars (these may also be paid with the T-card or P-card)
7. Settlement agreements

The purchase voucher form is available on the SFA business forms website.

Payments that are inappropriately initiated on a purchase voucher will be returned to the originating department for proper processing through the procurement office.

Cross Reference: Delegated Purchasing Authority (17.5), Purchase Requisition (17.19), Mail Services (16.16)

Responsible for Implementation: Vice President for Finance and Administration

Contact for Revision: Controller; Director of Procurement and Property Services/HUB Coordinator

Forms: [Purchase Voucher](#)

Board Committee Assignment: Finance and Audit