



PACAC Office Contact Information:
 P.O. Box 859 Enola, PA 17025
 Phone: 570-472-2710 Fax: 1-800-603-8870
 info@pacac.org

Accounts Payable Voucher

After completing this voucher, please print and sign it or sign it/save digitally and send it via email. Forward the form and receipts to the committee chair responsible for approval. The committee chair should sign to indicate approval. Committee chairs must have their forms signed by their Director in order to process payment. Forward the completed form and/or receipts/invoice by email to pacacpay@pacac.org or FAX 1-800-603-8870.

A voucher will not be processed without the appropriate approvals.

TODAY'S DATE: _____

PAYABLE TO: _____

MAIL TO: Name _____
 School/Company _____
 Address _____

 City _____
 State _____ Zip Code _____

Date of Event	Committee/Acct	Explanation of Expense	Amount
TOTAL			

Committee Abbreviation Key:

- | | | |
|--------------------------|-------------------------------|--------------------------------|
| AP: Admissions Practices | GR: Government Relations | TECH: Technology |
| CF: College Fairs | HR: Human Relations | OPEX: Operating Expenses |
| CP: Conference Planning | MEM: Membership | TREX: Treasurer's Expenses |
| COMM: Communications | NACAC: NACAC Conference | EXEC ASST: Executive Assistant |
| | PDC: Professional Development | PRES: President Cycle |

Requestor's Signature _____

Committee Chair/Director Signature _____

Treasurer Signature _____

Approved: