



EMPLOYEE VOUCHER

For Departmental Use

Shaded fields are optional - all other information must be provided

PAY TO
 Name: _____
 Emp Id: _____
 Address: Home Mailing Campus (Univ. Mailing Addr.)

Wire Transfer (complete all fields)
 Name of Bank: _____
 Acct. Title: _____ Acct #: _____
 Address: _____
 City/Town: _____ State/Province: _____
 Zip/Postal Code: _____ Country: _____
 ABA/SWIFT : _____

If changes are to be made to your Home address, please complete form <http://www.princeton.edu/~hr2/forms/hires/PersonalDataForm.pdf> and forward to the appropriate office.

Date: Visa Status (non US Citizen)

Tax ID # _____
 (Required if Payment is for Services) Terms: % Days Net Days

Quantity	Item Description	Currency Type	Price	Disc.	Amount
<input type="text"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
					TOTAL:

Attachment Enclosed

CHARGE/ (CREDIT) number of digits for each field indicated in parentheses

Amount	Acct (3)	Dept (3)	Project/Grant (7)	Fund (2)	Budget Year (4)	Optional 1 (15)	Optional 2 (15)	PrgCode (3)
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Signature

Approved - Head of Office or Department