



# Brooklyn College Non-Tax Non PO Voucher

1146 Boylan Hall • 2900 Bedford Avenue • Brooklyn, NY 11210  
 Phone: 718.951.5241 Fax: 718.951.4440 Email: fbcs@brooklyn.cuny.edu  
 Effective Date: January 30, 2020

Checks to be Picked Up

Business Unit BKL 03 BC Association						
Budget Name (Account Name) club name		Refer Questions To Person filling out form	Telephone Number → Their #	Date		
CUNYfirst Chartfields						
Department Number club	Program to	Fund complete/	Operating Unit CD office	Special Initiative will confirm	Fund Source	MP

### Vendor Information

Vendor Name Who we are paying	Address (City, State, Zip Code) Their Location	Telephone Number → Phone #	CUNYfirst EMPLID/Vendor FEN#
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Invoice #	Invoice Date	Description	Amount
		list up to 5 receipts/invoices	

President's Signature:  } must be signed by both

Treasurer's Signature:  }

**\$0.00**  
write total

For the Fiscal and Business Services Center use only. Do not write below this line.

Account Number	Account Number	Account Number
Check Number	Check Date	Check Amount
Voucher Number	Voucher Date	Checked By