

EMPLOYEE VOUCHER

[Shaded Box]

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.)

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.

**Wire Transfer (complete all fields)**

Name of Bank: \_\_\_\_\_

Acct. Title: \_\_\_\_\_ Acct #: \_\_\_\_\_

Address: \_\_\_\_\_

City/Town: \_\_\_\_\_ State/Province: \_\_\_\_\_

Zip/Postal Code: \_\_\_\_\_ Country: \_\_\_\_\_

ABA/SWIFT : \_\_\_\_\_

Date: [ ] Visa Status (non US Citizen) [ ]

Tax ID # \_\_\_\_\_ Terms: [ ] % [ ] Days [ ] Net Days  
(Required if Payment is for Services)

Quantity	Item Description	Currency Type	Price	Disc.	Amount
[ ]		[ ]	[ ]	[ ]	[ ]
[ ]		[ ]	[ ]	[ ]	[ ]
[ ]		[ ]	[ ]	[ ]	[ ]
[ ]		[ ]	[ ]	[ ]	[ ]
					<b>TOTAL:</b>

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)
[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]
Amount	Acct (3)	Dept (3)	Project/Grant (7)	Fund (2)	Budget Year (4)	Optional 1 (15)	Optional 2 (15)	PrgCode (3)
[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]
Amount	Acct (3)	Dept (3)	Project/Grant (7)	Fund (2)	Budget Year (4)	Optional 1 (15)	Optional 2 (15)	PrgCode (3)
[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]

Signature

Approved - Head of Office or Department