



Middlebury

Instructions:

- 1: Complete below form
- 2: Print form
- 3: Write your name, ID, and index on the receipt/invoice and attach to printed form
- 4: Submit hard copy & receipt in MILC Inbox

Who are we paying? (e.g., an individual or business)

ID#: _____

Name: _____

Address/Box: _____

Citizenship: US/Res Alien Other Country: _____

Relationship: Faculty/Staff Student Outside Vendor

Submitted by: _____

Purchase Type (check one):

Anderson Freeman Center Credit Card

Reimbursement
Did the student pay out of pocket?

In-Town or Campus Charge
Did the student use an index code?

Invoice

Vendor: _____

Student Org: _____

Receipt Attached: YES (original receipts are required)

Reason for purchase (i.e., event, meeting, or usage)

Items purchased & quantity#A]YU] Y College Vehicles: \$15/day + \$0.40/mile
Personal Vehicles: \$0.30/mile

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INDEX	FUND	ORG	Account Code	PROG	Activity Code	Description	Total
Total Amount to be Paid:							

Approvals & Signatures

MILC Coordinator

Date

Student Signature

Date

Budget Admin: Jennifer Herrera

Date

Student Name

VOUCHER **Date:** _____

FOR ACCOUNTING USE ONLY

W-8 _____	
W-9 _____	
IC _____	Initials/Date _____
COI _____	Reviewed By: _____
	A/P: _____ Date: _____
	Tax: _____ Date: _____

For reimbursement/invoice, how would you like to receive the payment?

Check Direct Deposit

If you chose check, how would you like it delivered?

Mailed Held @ Marble Works