



Disbursement Voucher Initiating Organization Form

This form is submitted in lieu of the actual audit documentation supporting a disbursement voucher when a department has determined a business reason to hold the supporting documentation in the department files.

Documentation submission should consist of the disbursement voucher coversheet as page one and this completed form as page two. Submit as a PDF file via the AP Upload Tool.

Contact information

Name: _____

Phone: _____

Email: _____

Document location
(building and room):

Reason for Document Location = Initiating Organization (check one)

HIPAA

Confidentiality

Other (with explanation):