



NORTHWESTERN UNIVERSITY IN QATAR

Student Voucher Form

STUDENT ORGANIZATION FINANCE OFFICE

NORTHWESTERN UNIVERSITY - QATAR

DATE _____

PH #974.454.5205

SOFO Account Name _____ SOFO Account # _____

Expenditures made by (Please Print Name) _____ Signature _____

Organization Treasurer (Please Print Name) _____

Type of Transaction:

- | | |
|-------------------------------------|--|
| <input type="radio"/> Reimbursement | <input type="radio"/> Purchase Order |
| <input type="radio"/> Check Advance | <input type="radio"/> Capital Purchase |
| <input type="radio"/> Payment | <input type="radio"/> Deposit |

Explanation of Items Amount

Amount

	.
	.
	.

CERTIFICATION OF EXPENDITURE

Total _____

As an officer, recognized by SOFO, of the student organization named above, I certify that this accounting of expense is correct and attest to having personally verified that the paid amounts listed above were in fact made and were appropriate with respect to the organization's charter/mission. For Reimbursements I certify that I paid the amount listed above and the charges are consistent with NU-Q and NU policy.

Treasurer _____ President _____
SIGNATURE DATE SIGNATURE DATE

Group Adviser _____ Department Head _____
SIGNATURE DATE SIGNATURE DATE

Student Finance _____ CEO/COO _____
SIGNATURE DATE SIGNATURE DATE
(Necessary for capital purchase)

USE ADDITIONAL SHEETS IF RECEIPT(S) DO NOT FIT IN THE SPACE PROVIDED ABOVE

INSTRUCTIONS: Please provide an explanation for the purchase of the items listed on the supporting documentation. Only original receipts will be accepted. Tape down all four sides of each receipt completely to this pay-out form in the space provided below. Use additional sheets of paper if necessary. Full page invoices may be attached to the back of this form. Check reimbursements are made in the Business and Finance office from a supervisor. Officers are expected to present their WildCARDS when requesting reimbursements. Reimbursements will not be available for requests made 90 days after the date of the expenditure (as recorded on the supporting documentation).

(Requires inclusion of purpose and event associated with the expenditure)

Office of Student Affairs

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