

FSHN PUBLIX RECEIPT FORM

Instructions:

- Please use a separate form for each purchase / receipt.
- Attach the related back-up to this form, such as your itemized receipt, agenda, and list of attendees.
- To reduce costs and streamline our processes, we no longer accept paper forms. This form along with the back-up needs to be submitted electronically to FSHN-Admin@ifas.ufl.edu. Keep the original paperwork for your personal records.

Shopper's Name:

Faculty's Name:

Description & Purpose of Purchase:

Transaction Amount:

Account to Charge:

Internal Office Use Below:

Posted to fiscal spreadsheets

Administrative Services Manager Signature

NOTES:

Voucher #:

Account Code:

Level 1 Approver's Initials:

Level 2 Approver's Initials: