Radford University Foundation, Inc.  
PO Box 6893  
Radford, VA 24142  
(540) 831-5525  

Expenditure Request Voucher  
For University Personnel  
updated 11/22  

General Description of Request: ___________________________ Date: ____________

Requested by: ___________________________________________

RU PO Box: ___________________ Phone #: ___________________ RU e-mail address: ___________________________

Payment(s) Expected to: _____________________________________

<table>
<thead>
<tr>
<th>Purpose and Description</th>
<th>Basis for Estimate</th>
<th>Attached Documentation</th>
<th>Estimated Total</th>
<th>Foundation Fund #</th>
<th>Charge Account#</th>
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Grand Total - Estimated: $ ___ -

Any special requirements, details, or timing related to the expenditure:

_________________________________________________________  
Originator  
Approved: _________ Disapproved: _________  
Date

_________________________________________________________  
Fund Guardian  
Approved: _________ Disapproved: _________  
Date

_________________________________________________________  
Unit Head or Dean of College  
Approved: _________ Disapproved: _________  
Date

IF ACADEMIC REQUEST IS OVER $1,000 THEN PROVOST APPROVAL IS REQUIRED

_________________________________________________________  
Provost/University Vice-President  
Approved: _________ Disapproved: _________  
Date

_________________________________________________________  
University President or Designee  
Approved: _________ Disapproved: _________  
Date

Basis for Disapproval (if required)

_________________________________________________________  

* All expenditures require support by original invoice or documentation. THE FOUNDATION DOES NOT HONOR STATE "PER DIEM" RATES.
### REVENUE

#### CONTRIBUTIONS INCOME
- 5110 Cash and Stock Contributions
- 5120 Cash and Stock Contributions-Pooled
- 5150 Contributions -Gifts in Kind

#### OTHER REVENUE, NET
- 5360 Rental Income
- 5370 Daily Rentals
- 5380 Advertising Income
- 5400 Other Income
- 5410 Cookbook Sales

### EXPENSES (CONT.)
- 7251 Subscription and Access Fees
- 7254 Trust Fees
- 7257 Utilities - Electricity
- 7258 Building Management Fee
- 7259 Utilities - Water/Sewage
- 7260 Utilities - Gas & Fuel
- 7261 Utilities - Other
- 7301 Depreciation
- 7310 Insurance
- 7320 Interest Expense
- 7330 Late Fees - Vendors
- 7340 Operating Expense
- 7350 Postage
- 7360 Rent Expense
- 7370 Taxes -Income
- 7380 Taxes -Other
- 7390 Telephone
- 7410 Continuing Ed & Professional Dev
- 7415 Conference Fees and Travel
- 7420 Travel - Guest
- 7430 Travel-Faculty/Staff
- 7440 Travel-Fans
- 7450 Travel-Students
- 7460 Travel-Team
- 7470 Recruiting Expense
- 7510 Alumni Events
- 7515 Advancement/Donor Relations
- 7520 Dues
- 7530 Meetings
- 7533 Banquets
- 7535 Events
- 7540 Miscellaneous Expense
- 7550 Scholarships
- 7560 Special Awards
- 7565 Recognition Incidentsals
- 7570 Tickets-Basketball Season
- 7580 Transfers to RU
- 7800 Baseball Field
- 7805 RU Capital Projects