

MEMORANDUM

Date: July 10, 2017

To: The University Community

From: Lauren Weitzel, Interim Director of
Purchasing and Campus Services

Re: End of Year Travel Vouchers

As a reminder, **today** is the last day to submit travel vouchers for travel through June 30, 2017. All travel vouchers must be submitted to the Purchasing Office no later than 4:30pm today. For additional information, please reference the 'Ville Daily - May 3, 2017 email, Important Information for Closing out year.

If you have additional questions, please contact the Purchasing Office at extension 4184.