



University of New Brunswick

UNBSJ BOOKSTORE VOUCHER

Date	
Item(s) requested	
Estimated cost	
Requester (Please print)	
Requester Signature	

Proxy (if applicable)

I _____ (please print) permit _____ (please print) to purchase the above item(s) identified above on my behalf and will accept the charge against my department/faculty's budget.

OTHER AND RESTRICTED CATEGORIES (Books, Giftware, Clothing, Gift Certificates)

For whom is the item being purchased? Please Check One of the following:

☐ Employee (Name Required) ☐ Student & Employee of UNB ☐ Student ☐ Non Employee

Employee's Name _____

Purpose of Item requested

ALL VOUCHERS FOR OTHER AND RESTRICTED CATEGORIES MUST BE SIGNED BELOW AS INDICATED

Preapproval for purchase	Print Name	Managers/Directors/VPAC/Dean/AVP/VP/Pres	
	Signature	Managers/Directors/VPAC/Dean/AVP/VP/Pres	Date

Allowable Category:

1. Office supplies

Approval Process for Allowable Category:

In order to purchase office supplies valid Faculty/Staff UNB photo ID must be presented and the purchaser must provide their account code and print and sign their name on both copies of the bookstore receipt. In the event that the purchaser does not have a valid Faculty/Staff UNB photo ID (i.e. graduate students), the individual making the purchase must provide a proxy in the form of a completed UNBSJ Bookstore Voucher that has been signed by a Faculty/Staff employee. The purchaser must print and sign their name on both copies of the bookstore receipt. The voucher is to be retained by the bookstore and forwarded back to Financial Services attached to the receipt.

Other Category:

2. Used Books
3. New Books
4. General Interest/Reference Books and Some Computer Clearance Items

Approval Process for Other Category:

In order to purchase items from the Other Category, the purchaser must provide a completed UNBSJ Bookstore Voucher (example attached) that has been signed by an authorized individual indicating that it has been reviewed and is approved for processing. The purchaser must print and sign their name on both copies of the bookstore receipt. The voucher is to be retained by the bookstore and forwarded back to Financial Services attached to the receipt.

Restricted Category:

5. Clothing
6. Giftware (including gift certificates), etc.

Approval Process for Restricted Category:

Purchases from the Restricted Category follows the same process as described in the Other Category, however, purchases from the Restricted Category will be in rare/exceptional circumstances.