

**APPENDIX F**  
**SAMPLE FORMS FOR**  
**UNIVERSITY BUSINESS OPERATIONS**

The PMU business office will require a number of forms for requisitions, vouchers, and other business operations. It is standard practice for universities to create their own forms as the cultural, internal control, and technology environments of each institution vary.

The following pages contain samples of business forms from U.S. universities that can serve as models as PMU administrators develop the university's own forms.