

INSTRUCTIONS

DEPARTMENT: Indicate the department that received the goods or services. Send the original and a copy of the properly completed voucher to that department. Use a separate voucher for charges against each department.

CLAIMANT'S NAME AND ADDRESS: All claimants must type their name and address in the space provided. The check will be drawn in that name and mailed to that address.

PURCHASE ORDER NUMBER: If a purchase order has been issued for the items charged, place the purchase order number in the space provided.

DESCRIPTION OF MATERIALS OR SERVICES: All charges must be itemized. In the space provided in the body of the voucher show where applicable: (1) dates of service or delivery; (2) quantities; (3) description of charges; (4) unit price; (5) amount. If more space is required than provided, any sheet of paper this same size may be used. Bring the total forward to this voucher.

Any company that has its own invoice or bill form may refer to it by number or other identification in the body of the voucher and show the total in the amount column. Attach the invoice or bill to this form.

CLAIMANT'S CERTIFICATION: The claimant's certification must be completed. The date on which the signature is affixed must be given. The title of the person signing must be clearly indicated, e.g.: owner, partner, treasurer, bookkeeper, billing clerk, etc.

FEDERAL IDENTIFICATION NUMBER OR SOCIAL SECURITY NUMBER MUST APPEAR BY LAW WHERE INDICATED. FAILURE TO NOTE THESE NUMBERS WILL RESULT IN THE VOUCHER BEING RETURNED.

RETURN VOUCHER PROMPTLY: In order to expedite payment the voucher should be completed and returned to the department that received the goods or had the services rendered.