

## ***VENDOR VOUCHERS***

A vendor voucher is the method to make payment for merchandise purchased which does not require a purchase order or the method to pay utilities. **A vendor voucher is not used to order merchandise.**

### **Off-Campus**

Prepare a vendor voucher by using the computer-generated forms sent to each off-campus location. Vendor vouchers do not reference a purchase order number any longer so that area is left blank. Complete the vendor voucher by putting an account number and sub-code (when known), the amount to be paid, a short description of the items purchased and the purpose. Attach the invoice which should have the vendor's name and address printed on it.

Send two copies of the vendor voucher with the invoice to the Regional Office for signature approval from your District Administrative Director. The Regional Office will send the vendor voucher to the Associate Director, Rural and Traditional Program's office who forwards the vouchers to Administrative Services for final processing before they are sent to Procurement and Payment Services.

### **On-Campus**

Prepare the vendor voucher by using the computer-generated forms sent to each office. Vendor vouchers do not reference a purchase order number any longer so that area is left blank. Complete the vendor voucher by putting an account number and sub-code (when known), the amount to be paid and a short description of the items purchased. Attach the invoice which should have the vendor's name and address printed on it.

After department head signature approval and, if needed, approval from an Associate Director, send two copies of the vendor voucher to Administrative Services for final processing. Vouchers being paid from a System support account are not required to come through Administrative Services.