

OUHSC Departmental Voucher Submittal Checklist

Check when entering vouchers:

1. The vendor you choose should have the same Name 1 and remit to address as the invoice you are paying. If you cannot find a vendor Name 1 to match, send a new form to the vendor with a request for completion (see the [vendor manual](#) for instructions). If the vendor Name 1 matches, but the remit address is not there, you will need to call the vendor and request their TIN. Verify the TIN matches the vendor you chose, if so, write the TIN on the invoice and fax it to the AP Vendors group requesting the address be added (see the [vendor manual](#) for instructions).
2. Use the invoice or reference number provided on your invoice as your invoice number in peoplesoft. If you do not have an invoice number, please see the [AP Please Pay](#) manual for invoice number conventions.
3. If you do not have an original invoice check peoplesoft to ensure that the invoice has not already been paid, then note on the invoice that you did not receive the original invoice and please pay from copy.

To be submitted to AP:

1. Printed Voucher Register
 - ◇ If you want the check returned to the department (must provide and explanation), please note so on the voucher register in a noticeable manner.
 - ◇ Any additional payment information can be added to the voucher comments which will print on the register.
 - ◇ If is a reimbursement, higher authority signature on the certification statement.
2. Original invoice. As follows:
 - ◇ Provide an explanation for any amount changes on the invoice. Mark new totals. Make a copy to be submitted with check to vendor.
 - ◇ Highlight invoice number, invoice date, remittance address, and amount due.
 - ◇ If the invoice is smaller than an 8 ½ x 11 sheet of paper, please tape it to a full sheet of paper.
 - ◇ If the invoice has a remittance stub, please write the amount to be paid in designated area on the stub. Do not tape down remittance stubs.
3. Backup documentation (i.e., agendas, sign-in sheets, notes, seminar notices, etc.)
4. If the original invoice or a copy of the invoice needs to be mailed with the check, please note so in the comment section on the voucher register and send ONE extra copy of the invoice.
5. All paperwork should be paper clipped NOT STAPLED.

To be maintained in the department:

1. Copy of all documents being sent to AP