

Spartanburg County - Finance

Payment Vouchers



- Deadline for voucher transmittals is Monday at 3:00pm
(Anything received after that time will be processed the next week)

- Expenses that may be paid on a voucher transmittal:
 - ✓ Basic Office Supplies
 - ✓ Medical Expenses
 - ✓ Independent Contractor Services
 - ✓ Services
 - ✓ Fuel and Parts (not travel related)
 - ✓ Reimbursement for items purchased w/personal funds (not travel related)
 - ✓ Subscriptions
 - ✓ Registrations
 - ✓ Utility Expenses
 - ✓ Refunds

NO PURCHASES RELATED TO PURCHASE ORDERS OR CHANGE ORDERS ON PO'S ARE TO BE PAID BY VOUCHER SUBMITTALS.

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- Clip original invoice to voucher transmittal - **DO NOT USE STAPLES**
- If remittance is required, paper clip also
- If paying for a registration, make a copy of the original and paper clip to voucher transmittal to be mailed with check
- If you do not want the check mailed – write “HOLD” and your department name on a sticky or at the top of voucher
- Checks are usually ready for pickup by 1:00pm on Friday

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Payment Vouchers - SAMPLE KEY



- #1 - Leave blank unless you know the vendor number
- #2 - Leave blank – Finance use only
- #3 - Total amount of invoice(s)
- #4 - Vendor Name & Address
- #5 - Leave blank – Finance use only
- #6 - Leave blank – Finance use only
- #7 - Leave blank – if paying by purchase order, do not use this form!
- #8 - Date of Invoice
- #9 - Invoice number
- #10 - Amount of invoice
- #11 - Fund number of account (1 = General Fund, etc.) If invoice is being paid from two different funds – you must prepare two separate vouchers... only one fund per voucher transmittal.
- #12 - Usually 9 for expenditure account or 3 for liability account
- #13 - Department number
- #14 - Expenditure account number
- #15 - Project number if you have one – otherwise leave blank
- #16 - Description of payment – or leave blank
- #17 - Department Name
- #18 - Authorized Signature – normally the Department Head
- #19 - Date you prepared the voucher