Disbursement Vouchers – to be used when invoice is in hand

Under Transactions – Financial Processing – Select Disbursement Voucher

Under Document Overview – Input a description in the Description box – When possible put vendor name in description (this helps A/P techs identify the DV’s that our theirs in the action list)
Under Payment Information – Payee ID – Click magnifying glass

Select Payment Reason Code from the drop down menu
Input vendor name if company or non-employee, Input person Last name if employee reimbursement. Use the * as a wildcard search. When vendor comes up select the correct vendor and click return value.

If vendor number has multiple addresses you need to select the correct remit address and click return value.
Input dollar amount to be paid under Check Amount. Select Payment method from drop down menu and input information into the Check Stub Text (This is where you input the invoice number – if paying a company and reimbursement information if paying an individual. This information will be printed on the check stub or payment advice.)
Select Chart from drop down menu (CO) - Input account number(s), Object, dollar amount and click add. Amount(s) must equal the Check Amount.

Attached Scanned invoice under Notes and Attachments and click submit button. Once you click submit you cannot make changes to your DV.
If all went well you will get this message. If you do not have a scanner or your disbursement voucher is a reimbursement to an individual you will print Disbursement Voucher Coversheet, attach invoice and send to Accounts Payable. If you are not scanning your invoice place a note in the notes and attachment area telling Accounts Payable what you are doing with the invoice (i.e. sending invoice to A/P via campus mail). Reimbursements to individuals, petty cash, imprest funds, and moving expenses payable to the employee require **original receipts**. Accounts Payable will scan and attach the original receipts prior to approving the Disbursement Voucher for individuals.