

A&M System Health Science Center New Paper Purchase Voucher - Instructions

- 1. Archive Reference Number - DO NOT WRITE HERE, FOR A/P PURPOSES ONLY**
(not found on previous version of paper voucher)
- 2. Agency Number - 709**
- 3. Doc Agency - DO NOT WRITE HERE, FOR A/P PURPOSES ONLY** (not found on previous version of paper voucher)
- 4. Agency Name - The A&M System HSC**
- 5. HSC Dept Reference Number - 1-7 Digit Departmental user Reference#**
- 6. Agency Voucher Number - DO NOT WRITE HERE, FOR A/P PURPOSES ONLY.**
7 digit voucher number assigned by Accounts Payable
- 7. Invoice Date -** The date of the invoice. If no invoice date, enter the invoice-received date when it was first received at our agency. Enter only the six-digit date, no slashes or dashes.
- 8. Order Date -** The date the goods/services were ordered. If there are multiple shipments on one invoice with different order dates for each, use the oldest date as the order date. Enter only the six-digit date, no slashes or dashes.
- 9. Invoice Received Date -** The date the invoice was received on campus. This has to be the first date it was received on campus, not necessarily when it was received in your department. Enter only the six-digit date, no slashes or dashes.
- 10. Delivery Date -** The date the goods/services were received in your department. If there are multiple shipments on one invoice, use the most recent received date as the delivery date. Enter only the six-digit date, no slashes or dashes.
- 11. Payee Identification Number -** 11 digit vendor identification number based on their Federal Employer Identification (FEI) number or their Social Security number.
- 12. GSC Order/Lease Number - Number assigned by Purchasing-If Applicable** (not found on previous version of paper voucher)
- 13. State Requisition Number -** The 711-X-XXXX or 709-X-XXXX number assigned by the State (If Applicable)

- 14. Encumbrance Number** - The requisition or purchase order number this voucher is paying against (for example, PXXXXXX or REQ XXXX)
- 15. P/F** - P - Partial liquidation of this requisition or purchase order
F - Final or total liquidation of this requisition or purchase order
- 16. Document Amount** - Total of this voucher. This tabulates automatically from the information you enter in the amount section in the middle of the voucher.
- 17. Payee Name/Address** - Vendor name, remit to address, city, state, zip-4 digit mail code as it appears on the invoice.
- 18. Alternate Payee Identification Number** - THIS IS AN OPTION. When wanting to reimburse someone other than the one listed in the Payee Identification number field (not found on previous version of paper voucher)
- 19. Alternate Payee Name/Address** - The name of the vendor and their remit to address if the Alternate Payee Identification Number field has been used (not found on previous version of paper voucher)
- 20. Payment Number/Date** - DO NOT WRITE HERE, FOR A/P PURPOSES ONLY (not found on previous version of paper voucher)
- 21. Voucher Special Handling** - DO NOT WRITE HERE, FOR A/P PURPOSES ONLY (not found on previous version of paper voucher)
- 22. Account Number** - 6 digit account number. Multiple accounts are permitted unless you have more than one requisition on state accounts. If you need to reference multiple requisitions on state accounts, use a separate voucher for each. Also, you cannot combine state and local accounts on the same paper voucher.
- 23. Support Account** - 5 digit support account number (If your department uses support accounts). Multiple support accounts are permitted unless you have more than one requisition on state accounts. If you need to reference multiple requisitions on state accounts, use a separate voucher for each.
- 24. AOBJ** - Expense object code(s) for the items on the invoice. Items with the same expense object code may be lumped together from one invoice. If the items on the invoice fall into different expense object codes, each code and its corresponding amount have to be listed as separate line items.
- 25. COBJ** - DO NOT WRITE HERE, FOR A/P PURPOSES ONLY (not found on previous version of paper voucher)
- 26. 1099** - DO NOT WRITE HERE, FOR A/P PURPOSES ONLY

27. BANK - DO NOT WRITE HERE, FOR A/P PURPOSES ONLY (not found on previous version of paper voucher)

28. Disc/Requested Pymt Date - ON STATE ACCOUNTS ONLY, you will enter today's date for all advance payments such as memberships, subscriptions, conference registration fees, professional licenses or certifications, books, software, rentals, and maintenance agreements. Documentation is required to substantiate your request either on the invoice or on the voucher. FOR BOTH STATE AND LOCAL ACCOUNTS, you will enter the date the discount is due. Enter only the six-digit date, no slashes or dashes.

29. DISC % - THIS IS AN OPTION. If a discount is offered, enter the percentage of the discount (not found on previous version of paper voucher)

30. Amount - The line item amount for this line of entry.

31. Account Name - Account name corresponding to the account number(s) referenced above.

32. Invoice Number - Invoice number must be entered EXACTLY as it is on the invoice. All punctuations have to be entered such as dashes, commas, slashes, etc. Leave a space for a space between letters or numbers. If the invoice number is D-1234 and you enter D1234, then later someone else may try to pay the same invoice but enters it as D-1234, FAMIS will not detect it as a duplicate payment.

33. Customer A/R Number – Information that may assist the vendor in processing your payment promptly and correctly.

1st choice-Your account number assigned to you by this vendor.

2nd choice-Your customer number assigned to you by this vendor.

3rd choice-Your department name exactly as billed on the invoice.

34. Brief Description - Use this area for a brief description of the goods/services for which the voucher is paying, a detailed description is required in #36, below (not found on previous version of paper voucher)

35. Special Instructions - Use this area for communication with Accounts Payable. Examples: sending a copy of the invoice to the vendor with the check and why, or the name and phone number of the person to call to pick up a check and why it needs to be picked up, or send payment in Airborne envelope attached.

36. Detail Description Of Goods/Services - Use this area for the description of the goods/services for which the voucher is paying. General terms such as office supplies or landscaping materials are not acceptable. Any required documentation should be in this section.

37. Amount - Total of this voucher. This will tabulate automatically from the information you enter in the Amount Section in the middle of the voucher.

38. Enclosure - DO NOT WRITE HERE, FOR A/P PURPOSES ONLY. If a copy of the invoice or an attachment needs to go to the vendor, include this information in the Special Instructions section.

- 39. Doc Type - DO NOT WRITE HERE, FOR A/P PURPOSES ONLY**
- 40. PCC - DO NOT WRITE HERE, FOR A/P PURPOSES ONLY**
- 41. PDT Code - DO NOT WRITE HERE, FOR A/P PURPOSES ONLY**
- 42. LDT Code - DO NOT WRITE HERE, FOR A/P PURPOSES ONLY**
- 43. Contact Name** - The person Accounts Payable will call if we have any questions on this voucher.
- 44. Mailstop Number** - Your department's mailstop number
- 45. Phone (area code and number)** - The phone number of the contact person if we have any questions on this voucher. Enter only the digits of the phone number, no dashes or slashes are needed.
- 46. E-Mail Address** - The email address of the contact person if we have any questions on this voucher.
- 47. Person Receiving Goods** - Can be signed and dated by anyone.
- 48. Department Head or Person with Signature Authority** - Must be signed and dated by the department head or anyone having signature authority for the account(s) specified above.
- 49. Signature of Vendor** - Must be signed and dated by the vendor as a certification of items and amounts listed in description sections when no invoice is available.
- 50. Office of Finance & Administration Voucher Auditor** - Accounts Payable Auditor will sign and date once voucher is approved.