

(PV) PAYMENT VOUCHER PROCESSING

ENTER PV INTO SAAS SYSTEM

WHITE ORIGINAL PV WILL PRINT THE NEXT DAY

MAKE A YELLOW AND PINK COPY OF THE ORIGINAL PV AND ATTACH ALL THREE TO THE BILL IT BELONGS TO

HAVE JOHN TO SIGN THE WHITE COPY

AFTER HE HAS SIGNED IT YOU WILL MAKE 2 COPIES OF EACH BILL

SORT:

THE **ORIGINAL** BILL GOES WITH THE SIGNED WHITE PV
THESE GO TO FINANCIAL CONTROL FOR PROCESSING

ONE COPY OF THE BILL AND ALL BACKUP GO WITH THE YELLOW PV
THIS IS YOUR FILE COPY,(BE SURE TO SEPARATE YOUR PURCHASE ORDER AND PUT IT BACK IN THE BROWN PO FILE)

ONE COPY OF THE BILL GOES WITH THE PINK PV
THIS WILL BE MAILED WITH THE CHECK TO THE VENDOR

PAPER CLIP THE YELLOW AND PINK PV'S TOGETHER AND WAIT FOR YOUR CHECKS. (PICK UP ANYTIME AFTER 10AM ON THE 11TH FLOOR)

CHECKS:

MAKE SURE ALL CHECKS ARE ACCOUNTED FOR ON THE WARRANT REGISTER REPORT YOU RECEIVE WITH THEM.

WRITE THE CHECK NUMBER AND DATE YOU RECEIVED IT ON ON THE YELLOW PV. THIS IS YOUR COPY TO BE FILED

MAIL THE CHECK WITH THE PINK PV. CHECK TO MAKE SURE THE ADDRESS ON THE CHECK IS THE SAME AS THE REMIT ADDRESS ON THE BILL. IF NOT- MAIL THE CHECK TO THE CORRECT ADDRESS.

FILING:

SORT YOUR YELLOW PV'S BY FUND NUMBER. (2101-GOV OFFICE)
(2102- GOV MANSION)
AND FILE IN SEPARATE FILES THAT ARE LISTED BY MONTH.