

**DISBURSEMENT VOUCHERS (DVS): Invoice must be in hand when using a DV. The DV is a check request document only and should not be used in lieu of a purchase order (PO) when one is required. Questions concerning the use of purchase orders should be directed to Procurement Services. If you are ordering something and waiting for an invoice the document you need to create is a requisition (under \$5000.00 will create an Automatic Purchase Order or better known as an APO)**

1. Do not create a DV until it is ready to be paid and you have:
  - a. An invoice
  - b. Authorized Business Function Form (if required)
  - c. Proof of payment (if required).
2. Include the vendor name in the description box. This way Accounts Payable can identify who needs to take action on the DV.
3. Double check the payee id address matches the invoice attached. Accounts Payable cannot make any changes to and address once a DV is submitted.
4. Be sure to use the Invoice number box and invoice date box. Those identifiers will help prevent duplicate payments.
5. **DO not change the Due Date.** Leave the due date alone. It will default to the next day and the check will be cut in the next available check run once the DV is final. A DV should only be created when it is ready to be paid.
6. Other Considerations: Check Enclosure needs to be marked when:
  - a. You need A/P to send a copy of the invoice to the vendor.
  - b. You need the check to be sent to you. Make a note in the notes and attachments tab.
  - c. You need a separate check. Make a note in the notes and attachments tab.
  - d. When you want Banking Services to call you when the check is ready. Be sure to make a note in the notes and attachments tab.
7. The Check Stub Text must include the invoice number. This is the information that will be printed on the check or included in the ACH payment advice email. This is how the vendor can identify the payment (Invoice number/Invoice date do not print on check).
8. Accounting Lines – Remember that A/P cannot make any changes to the accounting lines. If you find you need to make a change once you have submitted the DV contact your fiscal officer and ask them to make the change. If they cannot you will have to ask A/P to disapprove the DV and you will need to start over. Or you will have to process a General Error Correction (GEC).
9. Always mark your phone bills with check enclosure. That way the vendor will get a separate check and the required backup.

10. Always mark your Homeland Security DV's with check enclosure.

Accounts Payable will **disapprove** any DV that does not have the proper attachments in place.