

APPENDIX J – ZERO DOLLAR VOUCHER EXAMPLE



Accounts Payable Voucher Transmittal

Federal
State

SUPPLIER ID (10 digits)		REMIT TO #		SUPPLIER NAME					
0000000000				ABC, LLC					
INVOICE NUMBER (12 character limit - no punctuation)				INVOICE DATE			INVOICE RECEIPT DATE		
CloseOut				7/3/2018			7/3/2018		
GOODS/SERVICES RECEIPT DATE			GROSS INVOICE AMOUNT		CUSTOMER ACCOUNT NUMBER (15 digits)			RESPONSIBLE DEPT.	
7/3/2018			-					10055	
PURCHASE ORDER				RECEIPT NUMBER			ROF, CONSULTANT FINAL VOUCHER		
0001111111							YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>		
VOUCHER COMMENTS / SPECIAL HANDLING INSTRUCTIONS (15 characters)					PAYMENT MESSAGE (22 characters)				
					Close Out Contract 40000				
Pay Terms:		Due Now <input type="checkbox"/>		Prompt Pay <input type="checkbox"/>		ROW ACQUISITION ID			
Line #	Account	SpeedType CSC or Project	Depart	Task	FIPS	Asset	AU1/AU2	Activity	PO / RT / Description
0.00	5012620	12000000	10055						Contract 40000
Page 1 Total		-							
Continuing Pages		-							
Grand Total		-							
Certification Statement for Preparer: (Optional, See Form Instructions) I certify that the related goods/services are appropriately documented as received, and that the invoiced amounts are correctly calculated.					<u>Choose an Approval Option:</u> Approval by Email <input type="checkbox"/> Approval on Invoice <input type="checkbox"/>				
Prepared By Name:					I certify that this expenditure is necessary to conduct business on behalf of the Commonwealth; and that the invoiced amounts are appropriately charged. <input checked="" type="checkbox"/>				
Prepared by Signature				Date 5/31/2019	Approved by Name:				
VOUCHER ENTRY INFORMATION: (Optional, See Form Instructions)					Approved by Signature			Date	
Voucher Number:		FISCAL USE ONLY: (Optional, See Form Instructions)							
Date Entered:		Final Approval By			Date				
Entered By:		Date							