I. Pre-voucher Checklist
1. Cost center, commitment, P/B, description is given on the request/invoice or easily understood.
2. Benefit listed is allowable on the cost center given.
3. Grant cost center has "good enough" benefit (specifically general use items).
4. Reimbursement: obtain reimbursee & supervisor signature or approval email
5. Non-dept cost center: obtain PI signature or approval email.

II. Voucher Checklist: 00730   PO ID:
Voucher ID: 00655649

Vendor ID: 0000005786
Name: 1. Vendor Name matches invoice
Address: 8

2. Remit to address matches invoice

Invoice ID: 3. Invoice matches
Contract ID:
Invoice Receipt Date: Corresponds   4. Make sure all 4   **Invoice Date:**   Matches invoice
Goods Receipt Date: 07/20/2006   dates are entered   **Acceptance Date:** 07/20/2006

PCC: 5. PCC 1 for Travel, 9 for Invoice/Reimbursement
Bank: CHASH
Scheduled Due Date: 07/31/2006
Gross Amount: 6. Matches invoice/request

7. Check the voucher against itself:

Comments:
Comments: Express mailing for Pam Draughn of graduate student docuements for the Math department will benefit research. Sponsored by the math IDC account.
Payment Comments:

Handling: BP
Budget Check: Valid Budget Check   **Source:**   NSMPS

Acct/Desc.	Fund	Dept.	Prog.	Bud. Ref.	Proj.	Chartfield 1	Amount	Description
52811 freight/transportation	2072	H0110	B1031	BP2006	NA		183.19	express mailing-18083

8. VNet is modified anytime you make a change. The balance in VNet is positive.
9. Attach approval signature or email of PI for non-dept cost centers.
10. Attach approval signature or email of reimbursee and their supervisor.
11. Attach backup, make sure it is coherent (easily understood by anyone auditing it).
12. Follow the special items guide:

Item Type	Handling	P/B	Pay Comments	Attachment
Subscription	EN	Start/End dates, full name	"Please enclose attached order form with payment."	Filled form
Membership	EN	Start/End dates, full name	"Please enclose attached order form with payment."	Filled form, printout from approved membership website
HJM Printing Svcs	BP	Usual	Usual	@ least 2 printing bids, incl UH
Check to come to UH Math Dept.	SH	Usual	"Return check to the Dept of Mathematics, contact Pam x33515 or x33500 for pickup.	Usual
Business Meal	BP	List of attendees and their affiliation (or "more than 10" is specified), discussion topic.		You may also just put this info on the backup and refer to it.

PS Approval: _____

Created By: Monique R Bullock   **Date Printed:** 08/01/2006   **Acctg. Dt.:** 07/31/2006