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Non-Automated  
Agency Voucher  
Preparation  
Reference Guide

aka

The "Manual" Manual

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## Introduction & Contents

This document has been prepared for the Manual user to be used as a reference in the preparation of vouchers and invoices to be submitted to the Office of the Comptroller for payment. It is not intended to be a replacement for the Procedures Manual but merely a supplement to assist you.

Some of the information contained herein is new. In order to streamline our office procedures vouchers submitted by Manual Agencies will no longer be reviewed before being sent to data entry. This makes it very important for you to have the voucher and transmittal filled out completely and accurately. You are strongly urged to completely read all the information contained in this reference guide and direct any questions or concerns to Lilly Dowling at 334 242 7071 or by email at [Lilly.Dowling@comptroller.alabama.gov](mailto:Lilly.Dowling@comptroller.alabama.gov) .

This reference guide and copies of all forms are now available at [www.comptroller.state.al.us](http://www.comptroller.state.al.us) . Click Manual Agencies.

**All manual agencies will now be required to submit their invoices with a properly completed Transmittal.** Separate Transmittals must be used for **regular vendor** invoices and for **Interfund invoices**. The procedure for completing the transmittals is the same but you must use the proper Transmittal for Data Entry reasons.

- A) After completing the Transmittal two adding machine tapes should be **stapled** to the back of the transmittal sheet. The first tape should add *each line* of the attached vouchers (Not the Totals) and the Second tape should add just the Voucher Total. The two tapes must have the same Sum. If not check each voucher to make sure the line items agree with the Voucher Total.
- B) Each voucher should have the backup **stapled** – not paper clipped – in the **top left hand corner**. Clipped vouchers will be returned.
- C) The Transmittal sheet should be on top with the vouchers in the same order as listed on the Batch Transmittal sheet (Numerical by Voucher Number) and should be **Paper clipped together** – NOT STAPLED.
- D) Batched Vouchers should be taken to room 274 and put in the basket marked MANUAL. From there they will go **directly** to Data Entry and after entry they will be put in the boxes in line with all the other Agency vouchers for auditing and processing.
- E) Vouchers without Transmittals will be returned.
- F) W-9's **SHOULD NOT** BE ATTACHED TO VOUCHERS. Send separately.

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## M-1 HOW TO COMPLETE THE VOUCHER FORM

To obtain payment of an invoice or expense reimbursement request, a completed voucher form (Form FRMS-9) must be submitted to the State Comptroller's Office. Departments without an automated accounting system will complete the voucher form and voucher transmittal and submit it to the State Comptroller's Office for audit and processing.

Items 1 through 25 reference Exhibit 1.

### 1. Voucher Number

The department or the department accounting system assigns the voucher number. The voucher number must begin with the last digit of the fiscal year. For example, 9=FY 1998-1999, 0=FY1999-2000. The second, third and fourth digits designate the three-digit agency code to which the voucher is being charged. The department may then assign up to 7 digits as the department number sequence.

Example: For FY 2000 and Agency 999, the numbering would start with 09990000001.

### 2. Batch Number

Enter the six-digit batch number as assigned by the department. For departments that do not have automated accounting systems this will be your 3 digit agency number and the last 3 digits of the first voucher number you are submitting in the batch.

### 3. Agency

Enter the three-digit agency code.

### 4. Accounting Prd

If a payment is being made in the current fiscal year for current fiscal year goods or services, leave the accounting period blank. If a payment is being made in the 13th accounting period for goods or services received on or by September 30th, enter 13 and the two digits that represent the prior fiscal year in the accounting period.

### 5. Budget FY

Enter the correct budget fiscal year on all vouchers.

### 6. Vendor Code Number (This MUST be an 11 digit number)

Enter the 11-digit vendor code. The vendor code number may be obtained from the Common Vendor File or by calling anyone in the accounts payable section. The first 9 numbers of regular vendor numbers are the business' federal ID number. The last two digits indicate the address sequence. In other words if the last two digits are 00 that may be for the street address and 01 may be the Post Office address. **It is very important to make sure you use the correct address sequence as that is the name and address that prints on the check.**

<p><b><u>Complete the Name, Address, City, State and Zip information. This will be compared to the computer information and should agree.</u></b></p>
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**\*\*\*\*\*Note: DO NOT PUT ANY OTHER INFORMATION IN THE REFERENCED DOCUMENT COLUMN OTHER THAN THE PO, AGENCY, NUMBER AND LINE # IN THE CORRECT FORMAT-- ITEMS 7,8,9,&10.\*\*\*\*\***

**7. PO**

Enter PO if the voucher is for the payment of a purchase order **or professional service contract**. Otherwise, leave blank

**8. Agency**

Enter the three-digit agency code.

**9. Number**

Enter the document number.

If the voucher is for the payment of a **purchase order**, enter the six or seven digit purchase order number.

If the voucher is for payment of a **professional services contract**, enter the nine digit contract number which begins with C.

Otherwise, leave blank.

**10. LN**

Enter the purchase order or contract line number that is being paid. (Most often this is 01)

**11. Invoice Number – MANDATORY FOR ALL VOUCHERS**

Enter the vendor invoice number **up to 12 digits**. If the vendor's invoice number is longer than 12 digits, **enter the last 12 digits**. For utility services, enter the last nine digits of the account number followed by the two-digit month and the last number in the fiscal year. For telephone services, the telephone number along with the month such as 01, 02, etc., and the year should be used as the invoice number.

For example, to pay a March, 2004 telephone invoice, the invoice number is 5576500034. If the invoice has been referenced previously on a payment, please use an alpha character such as A, B, etc. to make the number unique.

**12. Fund**

Enter the four-digit fund number to be charged.

**13. Org**

Enter the four-digit organization code to be charged if required by the department's chart of accounts.

**14. Appr**

Enter the three-digit appropriation code to be charged.

**15. Activity**

Enter the four-digit activity code to be charged.

**16. Obj/Rev**

Enter the four-digit expenditure object code if a vendor is being paid for goods or services. *Enter the four-digit revenue source code if a refund is being issued because the department was overpaid.*

**17. Sub Obj/Rev**

Enter the two-digit sub-object expenditure code if a vendor is being paid for goods or services.

**18. Rept Catg**

Leave blank. **Or use for the Property Number when purchasing an asset. It will be ok if the property number runs over into the BS Account and the Dept use Columns. (See section M2 on Property Numbers).**

**19. BS Acct**

If this transaction affects a balance sheet account, enter the four-digit balance sheet code. Otherwise, leave blank. For example, if an inventory item is being purchased, the balance sheet code 1301 for inventory should be entered. If an investment is being acquired, the correct investment balance sheet code from the 1100 series balance sheet section should be entered. If the fund is an agency fund type, only balance sheet accounts may be entered on the voucher form. When disbursements are being made from the agency fund, the balance sheet code to which funds were initially deposited must be coded on the voucher.

**20. Dept Use**

This field is for use by departments that may use additional accounting codes to reflect additional information on the voucher form.

**21. Amount**

Enter the dollar amount of this accounting line to be paid.

**22. I/D**

Enter either I or D. An I represents an increase (Debit) and a D represents a decrease (Credit).

*Examples of when a D is used include vendor credit memos and zero dollar payment vouchers. If the field is left blank, an I is inferred.*

**23. P/F**

If this accounting line is for the payment of a purchase order, this indicator is used to designate whether this is a partial or final payment of the purchase order line. Enter F to authorize final payment and to close the purchase order line amount. If left blank and payment is for less than purchase order, it is a partial payment. If this accounting line is not for the payment of a purchase order, this field should be left blank.

**24. Voucher Total**

Enter the total of all lines to be paid by the voucher. If this voucher covers multiple pages, then the voucher total will appear on the last page. *Sign or affix approvals on the last page.*

**25. Audited**

Enter the date and name of the person responsible for auditing the voucher in the department.

**26. Examined and Approved for Payment**

This is for the date and name of the person in the Division of Control and Accounts approving the payment.

**27. Authorized Departmental Approval**

Enter the date and signature of the department head or other authorized person. Stamped signatures (facsimile signature of authorized departmental approval) can be used on payment vouchers for purchase order, contracts, refunds, utility bills, postage, post office box rent, membership dues, freight (UPS, common carrier, Federal Express, etc.), books and subscriptions (\$500 or less), and rentals (real estate or meeting rooms). All other vouchers for purchases under \$500.00 will need an original signature on the face of the voucher.

**28. Notary Public**

The original signature is no longer required to be notarized for purchasing certification and may be left blank.

**Exhibit 1**

FORM FRMS-9 REV 06/90

**State of Alabama**  
DEPARTMENT OF FINANCE  
STATE COMPTROLLER  
MONTGOMERY, AL 36130

Vendor Code Number: 6  
Vendor Name  
Address Line 1  
Address Line 2  
City State Zip Code



WARRANT NUMBER  
VOUCHER NUMBER 1  
BATCH NUMBER 2  
AGENCY 3  
DATE PAGE  
ACCOUNTING PRD 4 BUDGET FY 5

**COMPTROLLER'S COPY**

REFERENCED DOCUMENT				ACCOUNTING DISTRIBUTION												AMOUNT	I / D	P / F
RO/ PO -	AGENCY -	NUMBER -	LN	INVOICE NUMBER	FUND	ORG	APPR	ACTI- VITY	OBJ/ REV	SUB O/R	REPT CATG	BS ACCT	DEPT USE					
7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23		
VOUCHER TOTAL														24				

I hereby certify that the named article(s) and/or service(s) as stated on the invoice attached have been received, are the kind and quantity ordered, are not excessive and are necessary for the use of this department in conducting public business only, and this account is correct, due and unpaid. For those items requiring the approval of the Governor, I certify that I have obtained the Governor's approval for payment.

Audited: 25 Date 25 Departmental Auditor

Examined and Approved for Payment: 26 Date 26 Auditor of Disbursements, Division of Control and Accounts

Sworn to and subscribed before me this day: 27 Date 27 Authorized Departmental Approval

28 Date 28 Notary Public

## M-2 PROPERTY NUMBERS – THE CORRECT FORMAT FOR THE VOUCHER

All payment vouchers coded to major object codes 1200, 1300, and 1400 must have a unique 12 digit inventory number keyed into the computer. The unique inventory number to be keyed must be in one of the two formats described below, depending on whether the capital asset being purchased is required to be inventoried by the State Auditor.

- 1) **State Auditor Assets** – The Property Inventory Number used by the State Auditor contains a maximum of 10 characters. When writing in the REPT Column of the Voucher simple add the letters QA to the beginning of the property Inventory Number and insert zeros after the dash to fill out the full **12 characters**.

**NOTE:** The dash counts as a character.

**Example – If the Auditor’s Property Inventory Number is 23-8569, you should write QA23-0008569 in the REPT, BS & DEPT USE Column fields of the Payment Voucher. (See item # 18 in Sections M1 and M3).**

REPT CATG	BS ACCT	DEPT USE
18	19	20

Note: Use all three columns (18, 19 & 20) to write property number(s).

**Note:** If you have multiple items which require a property number purchased on one invoice you must list each item on a separate line of the voucher so that the individual property number can be written on each line.

Example – Two Dell Computers – \$1500.00 each -- Invoice Total is \$3000.00. You must make two lines on the voucher, each for \$1500.00 and enter the different property numbers on each line.

- 2) **Non-State Auditor Assets** – Certain capital asset items are exempt by law from the State Auditor’s inventory process. Most of those items are purchased under object code 1200. However, a unique Capital Asset Number must be assigned to exempt items to enable the Comptroller’s Office to account for non-inventoriable capital assets for financial reporting purposes and under the requirements of GASB 34. This Capital Asset Number is to be generated in the following format:

Q+3-digit Agency Number + dash + 7 character asset number.

For example, if a building is purchased by agency 010 under 1200 02, the Capital Asset Number to be entered in on the Payment Voucher would be Q010-0000001 where “0000001” is any unique alpha-numeric combination chosen by the agency to identify that asset.

## **M-3 HOW TO COMPLETE THE INTERFUND VOUCHER FORM**

When you receive an invoice from another State Agency you will prepare a payment voucher following these instructions. The Interfund Payment transmittal and vouchers will be submitted to the State Comptroller's Office for audit and processing. No warrant will be issued for the Interfund payment vouchers. You will receive a transaction register that will verify that the funds have been properly transferred to the selling agency.

Items 1 through 38 reference Exhibit -2.

### **1. Voucher Number (Must be 11 digits)**

The voucher number must begin with the last digit of the fiscal year. For example, 9=FY 1998-1999, 0=FY1999-2000. The second, third and fourth digits designate the three-digit agency code to which the voucher is being charged. The department may then assign up to 7 digits as the department number sequence. It is good practice to keep a list of the vouchers numbers used to avoid duplication. Duplicate voucher numbers will reject and be returned.

Example: For FY 2000 and Agency 999, the numbering would start with 09990000001.

### **2. Batch Number**

This will be your 3 digit agency number and the last 3 digits of the first voucher number you are submitting in the batch.

### **3. Agency**

Enter the three-digit agency code.

### **4. Accounting Prd**

If a payment is being made in the current fiscal year for current fiscal year goods or services, leave the accounting period blank. If a payment is being made in the 13th accounting period for goods or services received on or by September 30th, enter 13 and the two digits that represent the prior fiscal year in the accounting period.

### **5. Budget FY**

Enter the correct budget fiscal year on all vouchers.

### **6. Vendor Code Number (This Must be an 11 Digit Number)**

Enter the 11-digit vendor code. The vendor code number may be obtained from the Common Vendor Table (Example of table in Section 6-14 of the procedure manual) or by calling anyone in the Accounts Payable section. For INTERFUND Vouchers this number will generally start with AGCY the next 3 numbers will be the agency number followed by additional numbers. As with regular vendor numbers the last two digits indicate the address sequence. In other words if the last two digits are 00 that may be for the street address and 01 may be the Post Office address. **It is very important to make sure you use the correct address sequence.**

**Complete the Name, Address, City, State and Zip Information. This will be compared to the Computer information and should agree.**

**\*\*\*\*\*Note: DO NOT PUT ANY OTHER INFORMATION IN THE REFERENCED DOCUMENT COLUMN OTHER THAN THE PO, AGENCY, NUMBER AND LINE # IN THE CORRECT FORMAT-- ITEMS 7,8,9,&10.\*\*\*\*\***

**7. PO**

Enter **PO** if the voucher is for the payment of a purchase order **or professional service contract**. Otherwise, leave blank

**8. Agency**

Enter the three-digit agency code.

**9. Number**

Enter the document number.

If the voucher is for the payment of a **purchase order**, enter the six or seven digit purchase order number.

If the voucher is for payment of a **professional services contract**, enter the nine digit contract number which begins with C.

Otherwise, leave blank.

**10. LN**

Enter the purchase order or contract line number that is being paid. (Most often this is 01)

**11. Invoice Number** -MANDATORY FOR ALL VOUCHERS –  
**INTERFUNDS MUST BE EXACT**

Enter the vendor invoice number up to 12 digits. If the vendor invoice number has a dash you **MUST** put in the dash. The invoice number **MUST** be exactly the same. This is critical to the interfund processing. Make sure to distinguish between an S and a 5 and a 0 and the letter O. These are often miskeyed.

**12. Fund**

Enter the four-digit fund number to be charged.

**13. Org**

Enter the four-digit organization code to be charged if required by the department's chart of accounts.

**14. Appr**

Enter the three-digit appropriation code to be charged.

**15. Activity**

Enter the four-digit activity code to be charged.

**16. Obj/Rev**

Enter the four-digit expenditure object code if a vendor is being paid for goods or services. *Enter the four-digit revenue source code if a refund is being issued because the department was overpaid.*

**17. Sub Obj/Rev**

Enter the two-digit sub-object expenditure code if a vendor is being paid for goods or services.

**18. Rept Catg**

Leave blank. **Or use for the Property Number when purchasing an asset. It will be ok if the property number runs over into the BS Account and the Dept use Columns. (See section on Property Numbers).**

**19. BS Acct**

If this transaction affects a balance sheet account, enter the four-digit balance sheet code. Otherwise, leave blank. For example, if an inventory item is being purchased, the balance sheet code 1301 for inventory should be entered. If an investment is being acquired, the correct investment balance sheet code from the 1100 series balance sheet section should be entered. If the fund is an agency fund type, only balance sheet accounts may be entered on the voucher form. When disbursements are being made from the agency fund, the balance sheet code to which funds were initially deposited must be coded on the voucher.

**20. Dept Use**

This field is for use by departments that may use additional accounting codes to reflect additional information on the voucher form.

**21. Amount**

Enter the dollar amount of this accounting line to be paid.

**22. I/D**

Enter either I or D. An I represents an increase (Debit) and a D represents a decrease (Credit).

*Examples of when a D is used include vendor credit memos and zero dollar payment vouchers. If the field is left blank, an I is inferred.*

**23. P/F**

If this accounting line is for the payment of a purchase order, this indicator is used to designate whether this is a partial or final payment of the purchase order line. **Enter F to authorize final payment and to close the purchase order line amount.** If left blank and payment is for less than purchase order, it is a partial payment. If this accounting line is not for the payment of a purchase order, this field should be left blank.

**24. Voucher Total**

Enter the total of all lines to be paid by the voucher. If this voucher covers multiple pages, then the voucher total will appear on the last page. *Sign or affix approvals on the last page.*

**25. Audited**

Enter the date and name of the person responsible for auditing the voucher in the department.

**26. Examined and Approved for Payment**

This is for the date and name of the person in the Division of Control and Accounts approving the payment.

**27. Authorized Departmental Approval**

Enter the date and signature of the department head or other authorized person. Stamped signatures (facsimile signature of authorized departmental approval) can be used on payment vouchers for purchase order, contracts, refunds, utility bills, postage, post office box rent, membership dues, freight (UPS, common carrier, Federal Express, etc.), books and subscriptions (\$500 or less), and rentals (real estate or meeting rooms). All other vouchers for purchases under \$500.00 will need an original signature on the face of the voucher.

**28. Notary Public**

The original signature is no longer required to be notarized for purchasing certification and may be left blank.

**SELLER CODING INFORMATION**

This is new for manual users. The seller information can usually be found on the vendor invoice. If it is not on the seller's invoice, contact the seller and request the information from them. **This information MUST be on all Interfund Invoices.**

Attached are labels that can be photocopied and cut out and taped, stapled or glued to each interfund voucher. They are also available in Word format which can be printed on 5163 – 2" x 4" Shipping Labels for easy application. Visit [www.comptroller.state.al.us](http://www.comptroller.state.al.us) and click on Manual Agencies.

**29. FUND**

Required -Enter the seller's 4 digit fund number.

**30. AGCY**

Required - Enter the Seller Agency's 3 digit agency number.

**31. ORG/SUB**

Enter the Seller's org and sub org if part of the seller coding information.

**32 APPR**

Enter the Seller's 3 digit Appropriation number if part of the seller coding information

**33. ACTV**

Enter the Seller's 4 digit Activity number if part of the seller coding information

**34. FUNC**

Enter the Seller's Function Code if part of the seller coding information

**35. OBJ**

Enter the Seller's Object Code if part of the seller coding information

**36. SUB**

Enter the Seller's SUB Object Code if part of the seller coding information.

**37. BS**

Enter the Seller's Balance Sheet Account if part of the seller coding information.

**38. RSRC**

Enter the Seller's Revenue Source Code if part of the seller coding information.

<p><b>NOTE:</b> Invoices with <u><i>Different</i></u> Seller Coding cannot be submitted on the same voucher. Invoices with the same seller coding may be submitted on the same voucher.</p>
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**Exhibit 2**

FORM FRMS-9 REV 05/99		<b>State of Alabama</b>										WARRANT NUMBER																					
		DEPARTMENT OF FINANCE										VOUCHER NUMBER 1																					
Vendor Code Number 6		STATE COMPTROLLER										BATCH NUMBER 2																					
Vendor Name		MONTGOMERY, AL 36130										AGENCY 3																					
Address Line 1												DATE PAGE																					
Address Line 2												ACCOUNTING PRD 4		BUDGET FY 5																			
City State Zip Code																																	
<b>COMPTROLLER'S COPY</b>																																	
REFERENCED DOCUMENT				ACCOUNTING DISTRIBUTION											AMOUNT	I / D	P / F																
RQ / PO - AGENCY - NUMBER - LN	INVOICE NUMBER	FUND	ORG	APPR	ACTIVITY	OBJ / REV	SUB O / R	REPT CATG	BS ACCT	DEPT USE																							
7 8 9 10	11	12	13	14	15	16	17	18	19	20	21	22	23																				
<p><b>INTERFUND SELLER INFORMATION</b> This information should be on the seller invoice. If not, contact the seller and ask for the information. Not all lines will have information.</p> <table border="1" style="width: 100%; font-size: x-small;"> <tr> <td>FUND</td> <td>AGCY</td> <td>ORG/SUB</td> <td>APPR</td> <td>ACTV</td> </tr> <tr> <td>29</td> <td>30</td> <td>31</td> <td>32</td> <td>33</td> </tr> <tr> <td>FUNC</td> <td>OBJ</td> <td>SUB</td> <td>BS</td> <td>RDRG</td> </tr> <tr> <td>34</td> <td>35</td> <td>36</td> <td>37</td> <td>38</td> </tr> </table>														FUND	AGCY	ORG/SUB	APPR	ACTV	29	30	31	32	33	FUNC	OBJ	SUB	BS	RDRG	34	35	36	37	38
FUND	AGCY	ORG/SUB	APPR	ACTV																													
29	30	31	32	33																													
FUNC	OBJ	SUB	BS	RDRG																													
34	35	36	37	38																													
VOUCHER TOTAL											24																						
<p>Audited: _____ 25 _____ 25 Date Departmental Auditor</p> <p>Examined and Approved for Payment</p> <p>_____ 26 _____ 26 Date Auditor of Disbursements, Division of Control and Accounts</p> <p>Sworn to and subscribed before me this day</p> <p>_____ 27 _____ 27 Date Authorized Departmental Approval</p> <p>_____ 28 _____ 28 Date Notary Public</p> <p>I hereby certify that the named article(s) and/or service(s) as stated on the invoice attached have been received, are the kind and quantity ordered, are not excessive and are necessary for the use of this department in conducting public business only, and this account is correct, due and unpaid. For those items requiring the approval of the Governor, I certify that I have obtained the Governor's approval for payment.</p>																																	

## **M-4 HOW TO COMPLETE THE PVQ AND PV PAYMENT VOUCHER TRANSMITTAL**

Items 1- 12 reference exhibits 3 & 4. The procedure is the same for **Interfund and Regular payment vouchers** BUT they **MUST** be on the respective Transmittal sheets.

**1. Date Prepared**

This should be the date the transmittal was prepared and forwarded to the Comptroller's Office.

**2. Prepared By**

This should be the name of the person preparing the transmittal.

**3. Date Keyed**

This is for use by Data Entry to enter the Date Keyed into CAS.

**4. Keyed By**

This is for the initials of the Data Entry person who keyed the batch.

**5. Agency**

This is your 3 digit agency number.

**6. # Of Documents**

This is the number of Vouchers attached behind this transmittal.

**7. Batch Number**

This is your 3 digit agency number plus the last three numbers of the first voucher listed.

Example: For agency 777 --The first voucher number on the transmittal is 57770000023 the batch number will be 777023.

**8. Batch Total**

This is the Grand total of all the vouchers on this transmittal from item number 12.

**9. Voucher Number**

Enter the voucher number for each voucher being sent in this column on a separate line.

**10. Vendor number (11 Digits)**

Enter the 11 digit vendor number that corresponds to the voucher number in item 9.

**11. Voucher Total**

Enter the voucher Total that corresponds to the voucher number in item 9.





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## M-5 How to Complete the Invoice Record Interfund Seller Table

If you sell goods or services to another STATE AGENCY you must complete the **Invoice Record** form and forward it to the Office of the Comptroller for entry into IFSH table. No accounting transactions will take place until the buyer agency processes their portion of the information. Since warrants will not be issued for these transactions, your agency will receive a transaction report that will identify the agency, invoice number, and the amounts transferred to your accounts.

The form is very simple and consists only of:

**1. Seller Agency**

This is your (the seller's) 3 digit agency number.

**2. Buyer Agency**

This is the 3 digit agency number for the Agency who purchased the goods or services.

**3. Invoice number**

This must be exactly the same as the number on the invoice you sent to your customer. For example if the number on the invoice is 04-12345 then you must make sure you have the dash as part of the number. Make sure to distinguish between an S and a 5 and a 0 and the letter O. These are often miskeyed.

**4. Invoice Amount**

This is the total amount of the invoice.

**5. Invoice Date**

This is date on the invoice.

**6. When recording the sale as a normal cash receipt** you will need to provide the

Fund

Your Agency Number

Revenue Source

Fund	Agency	Appr	Activity	Rev Src	Object	Sub-Obj
XXXX	XXX			XXXX		

7. **When recording the sale as a refund against disbursements** you will need to provide the:

- Fund
- Your Agency Number
- Appropriation Number
- Activity Number
- Object Code
- Sub Object Code

Fund	Agency	Appr	Activity	Rev Src	Object	Sub-Obj
XXXX	XXX	XXX	XXXX		XXXX	XX

**9. Prepared by**

Enter the name of the person preparing the form.

**10. Date Submitted:**

Enter the date sent to the Comptroller's office.

A blank form is attached for your use – Please make copies.