

State of Washington Invoice Voucher

OVERVIEW

State agencies, including WSU, use the State of Washington Invoice Voucher to substantiate and authorize payment when purchase orders or field orders are not used. (*SAAM* 85.32.30.a)

Purposes

University departments process the following transactions with a State of Washington Invoice Voucher:

- Reimbursement of petty cash funds. See *BPPM* 30.50.
- Refund of a purchase paid by cash or check. See *BPPM* 30.55 and 30.59.
- Payment to an outside supplier. See *BPPM* 70.16, 80.24, and *SPPM* 3.16.
- Payment to a contractor, when a printed invoice is not available. See *BPPM* 70.21 and 70.50.
- Fee payment for a speaker or conference participant. See *BPPM* 95.25.
- Purchase of alcoholic beverages from the Washington State Liquor Store. See *BPPM* 70.29.
- Cash advance. See *BPPM* 40.21.

The form may be used for other transactions as appropriate.

Obtaining Forms

The State of Washington Invoice Voucher is available in PDF and FileMaker format on the PR&F website at:

policies.wsu.edu/prf/index/forms/