

## **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 vendor. 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 if the payment does not include travel expenses. See *BPPM 95.25*.
- Purchase of alcoholic beverages from the Washington State Liquor Store. See *BPPM 70.29*.
- Cash advance. See *BPPM 40.21*.
- Employee reimbursement for an approved purchase that the employee made with personal funds. See *BPPM 70.20, 70.31, 70.33, and 70.61*.

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/](http://policies.wsu.edu/prf/index/forms/)