



University of Massachusetts-Amherst

Single Payment
Amherst-Disbursement
Voucher

Date: _____

Voucher# 18 _____

"Use this column only
for checks that require
special handling."

Single Payments-Use for Refunds only

1. VENDOR NAME (40)	INVOICE	SPEED	INVOICE NUMBER (30)	PAYMENT	ACCOUNT (6)	DEPT ID (10)	PRG	CLASS	CHECK HANDLING	VOUCHER
2. STREET ADDRESS	DATE (8)	CHART(6)	INVOICE DESCRIPTION (30)	AMOUNT	FUND (5)	PRJ/GRT (15)	(3)	(4)	CODE (AP OR D)	No. (8)
3. CITY, STATE, ZIP										
TOTAL										

Signature _____

I certify that the disbursements are in accordance with the provisions of the
Trustee Policy T92-031. All relevant documentation is attached.

Check Handling Code:

Choose "AP" to have check returned to Accounts Payable for mailing. Include backup to be included with the check in an attached envelope for mailing.

Choose "D" to have check returned to the Controller's Office for pickup. See Job Aid "Lookup Vouchers with Special Handling" to know when check is available for pickup. Checks are ready for pickup after 11am at the Bursar's Office Teller window, the day following a pay cycle.

Leave **blank** to mail check directly to Payee.

Department Information:

Preparer: _____

Department: _____

Phone: _____

Campus Address: _____

Instructions

1. Input chartfield info and transaction details on form. Record a single receipt/refund on one voucher line or summarize multiple receipts/refunds on one invoice per payee and enter on one voucher line.

Vendor Name & Address (US address only for Resident Nonemployee reimbursements)

- Name
- Street Address
- City, State, Zip

Invoice details

- Invoice date(MM/DD/YY)
- Speed Type(6)
- Invoice number (30)– Use UMASS Standards For example for Reimbursements (RMB+Description/Date)
- Invoice Description(30) – Be detailed
- Payment Amount

Chart field Information

- Account Code
- Fund
- Dept ID
- Project/Grant (If applicable)
- Program Code
- Class (If applicable)

Check Handling Code

- Leave **blank** to mail directly to the payee
- Enter “**D**” to have check returned to the Controller’s Office for pick up. See job aid “look up vouchers with special handling” to know when check is available for pick up. Checks are ready for pick up after 11 AM at the Controller’s Office front desk the day following a pay cycle.

2. Account manager/delegate reviews the documentation and signs the Single Payment Voucher.

3. **Electronic submission:**

Scan the form and documentation, combine documentation into one file (see note below) and email pdf file (one file per email) to dvouchers@admin.umass.edu .

Note: Please make sure the form is the first document of the .pdf file and, if using multiple lines, the documentation should be in the same order as the voucher lines.

-----Or-----

Submission via campus mail: Staple the form to the invoice(s)/receipt(s). Receipts should be attached to an 8.5x11 paper using clear tape. Mail form with invoice/receipts to Accounts Payable, Controller’s Office, 100 Venture Way, Room 319, Hadley, MA 01035