



Amherst-Disbursement Voucher

Date: _____

University of Massachusetts-Amherst-FY2020

Voucher # **20**__ __ __ __

****Please be sure that
Payment Remit Address
is listed on the invoice /
backup attached**

**"Use column only for
checks that require
special handling"**

VENDOR NUMBER (10) VENDOR NAME (40)	INVOICE DATE (8)	SPEED CHART (6)	INVOICE NUMBER (30) INVOICE DESCRIPTION (30)	PAYMENT AMOUNT	ACCOUNT (6) FUND (5)	DEPT ID (10) PRJ/GRT (15)	PRG (3)	CLASS (5)	1099 Y/N	Check Handling Code (AP or D)	VOUCHER No. (8)
											0
											1
											2
											3
											4
											5
											6
											7
											8
											9
TOTAL											

*****Check Special Handling is necessary if checks need to be picked up or mailed with backup documentation.**
Check Handling Codes:
 Choose AP to have check returned to Accounts Payable for mailing. Include backup to be mailed with the check in an attached envelope for mailing.
 Choose D to have check returned to the Controller's Office for pick up. See job aid "look up vouchers with special hadling" to know when check is available for pickup. Checks are available for pickup after 11:00 AM at the Bursar's Office Teller window, the day following the pay cycle.

Authorized By: _____

Prepared By: _____

Department: _____

Phone: _____

Campus Address: _____

Date: _____

Controller's Office / Accounts Payable Authorization: _____