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|  | **Voucher Transmittal** |
|  |
| **For Processor Use Only** |
| Voucher ID *(8 digits)*: |  | Entered By: |  | Date: |  |
|  |
|  |
| **Invoice Information** |
|  |
| Business Unit (5 digits): |  |  |  |
| Supplier Name: |  | Invoice Receipt Date: |  |
|  |  | Goods & Services Receipt Date: |  |
| Supplier ID *(10 digits)*: |  | Pay Terms: |
| Supplier Location: |  |  |  | 30 *(Net 30)* |
| Address Sequence #: |  |  |  |  | 00 *(Due Now)* | Basis Date Type: | Invoice Date |
|  | *If not Prompt Pay, explain:* |  |
| Invoice # |  |  |  | 00PP *(Due Now PP)* | Due Date Control: | User |
| Invoice Date: |  |  |  |  | Due Date: |  |
|  |  |  |  | Final Voucher (VDOT Only) |  |  |
|  |  |  |  |  |
|  |
| Gross Invoice Amount: |  |  | Responsible Org: |  |
| No. of Invoice Lines: |  |  | Customer Account #: |  |
|  | *(appears on payment remittance, limit to 15 characters, no punctuation)* |
|  | Row Acquisition ID: |  |
|  |
| Comments: |  |
|  |
| **Invoice Line Information** *(use multiple invoice lines for an invoice with multiple Accounting Distribution lines)* |
|  |
| Invoice Line #: |  | Quantity: |  | Line Amount: |  | SpeedChart: |  |
| Description *(if applicable, use the Description field for Purchase Order #)*: |  |
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| **Amount** | **Quantity** | **Account** | **Fund** | **Program** | **Department** | **Cost Center** |
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| **Task** | **FIPS** | **Asset** | **Agency Use 1** | **Agency Use 2** | **PC Bus Unit** | **Project** | **Activity** |
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| **Payments** |
|  |
| **Payment Information** |
| **Remit to Supplier ID *(10 digits)*:** |  |  | Remit to Address: |
| **Remit to Supplier Name:** |  |  |  |
| **Remit to Location:** |  |  |
| **Remit to Address Sequence #:** |  |  |
|  |
| **Payment Options** |
| **Payment Method *(if other than default)*:** |  | *(ACH, Check, EFT, Giro-EFT, Manual Check, Wire Transfer)* |
|  |
| **Payment Handling:** |  | Regular Payments |  | Attachment *(payment method must be “Check”)* |
|  |
|  |  |  |  | Separate Payment |
|  |
| **Message:** |  |  |
| ***(appears on payment remittance, limit to 22 characters which may be overwritten by CDS message, if applicable)*** |
|  |
| **Certification / Approval** |
|  |
| ***Certification Statement for Preparer:******I certify that the related goods/services are appropriately documented as received and the invoiced amounts are correctly calculated.*** | *Certification Statement for Approver:**I certify that this expenditure is necessary to conduct business on behalf of the Commonwealth and the invoiced amounts are appropriately charged.* |
|  |  |  |
| **Signature** | Signature |
|  |  |  |  |  |  |  |
| **Name** | Date | Name | Date |
| **Continuation Sheet** *(complete the below information for additional voucher invoice lines, as needed)* |

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| Invoice Line #: |  | Quantity: |  | Line Amount: |  | SpeedChart: |  |
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