Payment Order/Voucher Instructions

Use this form to request payment for an invoice you have received that is not required to be processed through ESM.

- **Vendor/Payee Name (and BC ID if applicable):** this is who the check will be made payable. Include the BC ID # when applicable.
- **Requesting Department:** what department is requesting payment
- **Extension:** enter the department extension that we should call in the event there are questions
- **Pick up or mail:** check the box of your preference (mail or pick up). Checks will be mailed if no selection is made.
- **Remittance Address:** remittance address for the payee
- **Description:** include a description of purchase
- **Accounts to be Charged:** For each account that needs to be charged please fill in fund, unit and object code and the amount related to each account number. The entire section will subtotal automatically.
- **Provide the names of the employee, supervisor and vice president (if applicable)**
- **Print form out on appropriate color paper**
- **Have each person sign where appropriate**
- **Date each signature**
- **Submit to Accounts Payable**