

Staple Here

ADMIN VOUCHER

Voucher No. _____

Vendor: _____ (not for One-Off Vendor)

Goods checked in by: _____

Piece
Count ☐

or

Checked
against
Invoice ☐

Invoice checked & approved for payment by: _____

Invoice entered in Acumatica by: _____

Ref#: 20 _____

Expect ☐ (If invoice not received by our Monday
deadline, place Acumatica record on HOLD) ? ☐

PAYMENT METHOD

☐ CHECK

**Due Date (Must match
Acumatica's Due Date)** _____ - _____

☐ PAID by Check (complete PAID SECTION
below)

☐ ACH/Autopay _____ - _____

☐ Credit Card (name on Credit Card): _____

Voucher Amount: _____

[Must match Acumatica's Amount]

Optional Worksheet Section

Description

Amount

Sales Tax
Due?

Account #

Paying Early
Terms Discount

-

Cr 66700

Tracked by
Acumatica

PAID Section

Paid by: _____

Check No. _____

Date Paid: _____

/ /

Scanned & Uploaded by: _____ (Please enter your initials on the line).