

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)

Reference #	Invoice Date	Due Date	Invoice #	Amount	Vouchered By
b	c	d	e	f	g

PAID Section Paid by: _____ Check No. _____ Date Paid: _____ / _____ / _____

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