



Voucher Preparation Guidelines

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VOUCHERS OVERVIEW:

Jefferson County Public Schools uses three types of vouchers:

- The [In-County Travel Voucher](#) allows individual employees to request reimbursement for mileage they acquire using their personal vehicle when traveling to various school/office locations throughout the work day.
- The [Out-of-County Travel Voucher](#) allows individual employees to request reimbursement for expenses incurred while out of the county on District business for their meals, travel and hotel accommodations.
- The [Online Payment Voucher](#) allows individual employees and vendors to be reimbursed for expenses incurred when a Purchase Order is not accepted by a vendor. Employees who have out-of-pocket expenses for District purchases can ask for reimbursement, but these expenses should always be approved in advance of purchase and the items(s) is/are not available from a bid vendor.

All vouchers must be approved by the designated school/department supervisor and then submitted to the appropriate Finance department for review and approval before being processed for payment by the Accounts Payable department.

Please verify the following prior to submitting a voucher:

- The MUNIS budget code must match expenses and adequate available funds must be in that specific code before submitting a voucher.
- The original invoice and/or all other documentation should be attached (one-sided only).
- If the item or similar items can be purchased from other vendors, you must use a small purchase [Determinations & Findings Form](#) obtaining three (3) price quotes.
- JCPS is sales tax exempt. Vendors are required by law to honor this status and JCPS cannot reimburse sales tax. [Kentucky Purchase Exemption Certificate](#); [Florida Purchase Exemption Certificate](#).
- The voucher must have an approval signature in the designated location on the form - you can't approve a voucher payable to yourself. Grant vouchers must be approved by the grant director.
- Employees cannot be paid as vendors for services or products at their school or same central office division. In order to comply with IRS regulations, payroll must be paid only through the central office payroll system, even if the employee is a substitute or temporary.

For more information on forms, travel guidelines, contact information, and other inquiries, please visit the Financial Services website [here](#) or call 400-3146.

Are you a new employee asking for travel reimbursement for the first time?

Fill out and submit the [New Vendor Form](#) to Accounts Payable before submitting your voucher.

PAYMENT VOUCHERS:

A Payment Voucher should be the **last** and **only** way for payment. Purchase Orders (PO's) should always be the first procedure to follow. If a vendor does not accept a PO, you can still complete a requisition and request that the Purchasing Department **NOT SEND VENDOR COPY**.

When completing a Payment Voucher you must use the [Online Payment Voucher System](#) and follow the instructions in this manual. Remember: Do not combine general fund and grant expenses on the same voucher form.

After submitting the payment voucher online, email the following information as one concise PDF file to your approver to review:

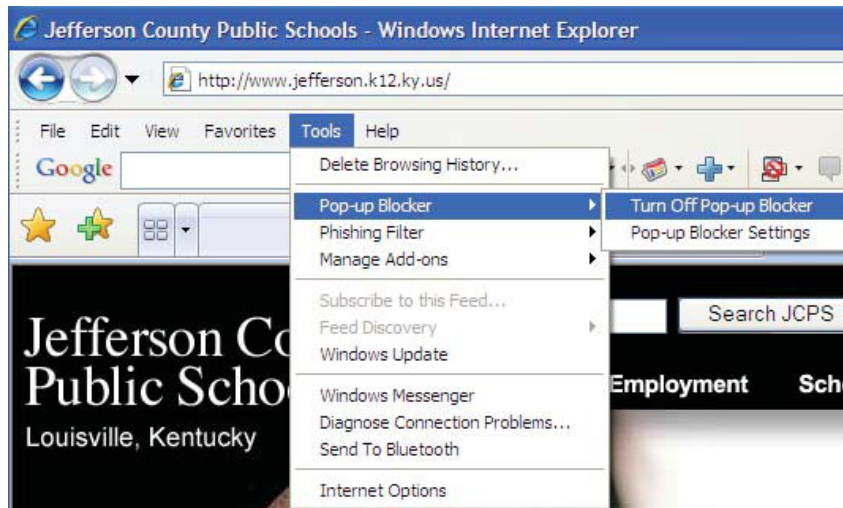
1. Online Payment Voucher
2. An appropriate Determination & Findings form (D&F)
3. Complete backup documentation including original invoices/receipts, agendas, professional leave forms, etc.

The approver will email the approved voucher packet to: [JCPS Travel Voucher email](#). It is important to note, the approval must come from the approver; this serves as the official approval and CANNOT be delegated. See [Submission Process](#).

For General Fund voucher questions, call 400-3146.

For Grant Fund vouchers questions call 400-3461.

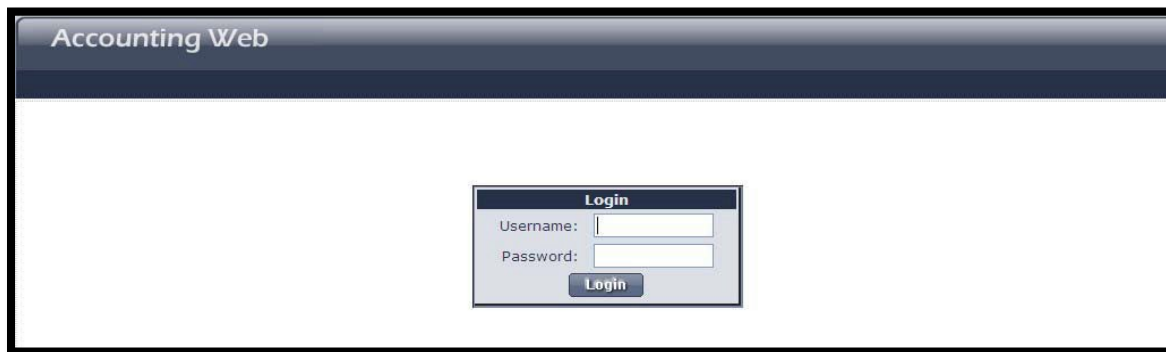
Note: It may be necessary for Pop-Up Blocker to be disabled prior to using the **Online Payment Voucher System**. To disable pop-up blocker, launch Internet Explorer. Click the **Tools menu** and select Pop-up Blocker. Click **Turn off Pop-up Blocker**.



ONLINE PAYMENT VOUCHER SYSTEM:

Click [here](#) to access the Online Payment Voucher System. If you do not have access to this site, please submit an IT heat ticket to gain access.

Log In using the same password you use to log into your computer/email:



You will then see the screen below. Click on the link ("[here](#)") to access the payment vouchers:



Click the box labeled **Add Payment Voucher** to create your new voucher.

The screenshot shows the 'Accounting Web' interface with a navigation bar containing 'Home', 'Payment Voucher', and 'Tools'. A user 'mhollow1' is logged in. A search box contains fields for 'Voucher ID', 'Status', and 'Vendor Number'. Below these fields are 'Filter' and 'Add Payment Voucher' buttons. A message at the bottom states: 'There are no payment vouchers for your search criteria.'

Complete the Payment Voucher screen (pictured below) using the tab key to move from field to field.

The screenshot shows the 'Payment Voucher' screen. It includes fields for 'Payment VoucherID:', 'Vendor Number:', 'Street Address:', 'State:', 'Unit Telephone:', 'Approved By:', 'Prepared By:', 'Status:', 'Last Modified By:', 'Revision:', 'Pay To:', 'City:', 'Zip Code:', 'Unit Name:', 'Special Instructions:', 'Prepared Date:', 'Approver Comments:', 'Last Modified Date:', and 'Revision Date:'. The 'Prepared By' field is populated with 'HOLLOWAY, MARY H' and the 'Prepared Date' is '12/16/2009'. There are 'Save' and 'Return' buttons at the bottom.

1. Enter the Vendor Number. (to locate a Vendor Number, logon to MUNIS and go to Vendor Inquiry)
2. Press TAB. The "Pay To, Street Address, City, State, and Zip Code" fields will be automatically populated based on the vendor number entered.
3. Enter the JCPS Unit Telephone. Press TAB. (do not use hyphens, only numbers are accepted in this field)
4. Use the drop down menu to select the JCPS Unit Name. Press TAB.
5. Enter the Principal, Cost Center Head, or Designee in the "Approved By" field. This is the name of the person who will approve the voucher.
6. Use the drop down menu to select any Special Instructions.
7. Click the SAVE button. Then you will see the following screen:

The screenshot shows the 'Add Payment Voucher Detail' screen. It has a table with columns: 'Description', 'Organization', 'Object', 'Project', 'Amount', and 'Invoice Number'. Below the table is a 'Save' button.

Description	Organization	Object	Project	Amount	Invoice Number

8. Enter in the Description field the type of reimbursement (Hotel Accommodations, Airline Ticket Expense, etc.) Press TAB.
9. Enter the MUNIS Organization, Object, and Project Codes. Press TAB. Remember the Object code should fit/match the description of the reimbursement. Hotel Expenses can only be reimbursed using object code 0580, out of county travel.
10. Enter the \$\$ amount of the reimbursement. Press TAB.
11. Enter the invoice number if one is available. If no invoice, then enter today's date (MMDDYY).

To add additional **Payment Voucher Detail** lines, click the **Update button** on the line directly below **Add Payment Voucher Detail**. This will put the cursor back in the *Add Payment Voucher Detail* starting with the **Description**. At this point you will type over the text that is in the line to actually create a new Detail line.

When additional vouchers are being done on the same date add a letter to the end of the date for the proceeding invoices. Click the SAVE button each time to save each line. Remember to only use the date when there is no invoice number.

Add Payment Voucher Detail						
Description	Organization	Object	Project	Amount	Invoice Number	
TESTING TRAVEL	9861507	0582	900XS	1.50	12302009C	
Save						

	Description	Organization	Object	Project	Amount	InvoiceNumber
Update Delete	TESTING	9861507	0610	900XS	1.00	12302009
Update Delete	TESTING FOOD	9861507	0630	900XS	1.50	12302009B
Update Delete	TESTING TRAVEL	9861507	0582	900XS	1.50	12302009C

12. Before submitting to accounting, proof your voucher for any errors. Then click the **Submit To Accounting** button (shown below). Accounting/G&A will be notified that a Payment Voucher is entered, but it is your responsibility to email your packet (one concise file with the voucher, appropriate forms (i.e. receipts, invoices, etc.) and the approved D&F form (signed or electronic) to your approver. The approver will review and email the approved Payment Voucher packet to: [JCPS Travel Voucher email](#). You should follow up with the approver to make sure it has been completed.

Last Modified By: mhollow1		Last Modified Date: 12/16/2009 8:31:31 AM	
Revision: 0		Revision Date: 12/16/2009 8:31:31 AM	
Save		Submit To Accounting	
Return			

Add Payment Voucher Detail						
Description	Organization	Object	Project	Amount	Invoice Number	
REIMBURSEMENT	9861507	06100	900XS	1.00	507	
Save						

	Description	Organization	Object	Project	Amount	InvoiceNumber
Update Delete	REIMBURSEMENT	9861507	06100	900XS	1.00	507

13. All Payment Vouchers must include a Determinations and Findings (D&F) form. Click either the Non Competitive or the Small Purchase links like in the screenshot below:

Comments:

Last Modified By: mhollow1
Revision: 0

Last Modified Date: 12/17/2009 8:01:06 AM
Revision Date: 12/16/2009 8:31:31 AM

Generate Report Return

Determination and Findings Documents
[Non Competitive](#)
[Small Purchase](#)

Description	Organization	Object	Project	Amount	Invoice Number
REIMBURSEMENT	9861507	06100	900XS	1.00	507

14. Complete the appropriate D&F form. Please use clear, concise statements. Print and get Approved signature for the person who made the determination and is responsible for the decision as well as the department head or school principal, **OR, this can also be done electronically.**

Non-Competitive D&F

Jefferson County Public Schools
DETERMINATION AND FINDING

I have determined that, pursuant to K.R.S. 45A.380, the following item(s) should be obtained by the Noncompetitive Negotiation Methods, since competition is not feasible.

- All emergencies (An emergency exists, which will cause public harm as a result of the delay. Only the superintendent shall declare an emergency).
State the date the emergency is filed: _____
- All Single Source Items--
Explain the Single Source: _____
- A Service of a Licensed Professional or Technician--
State the Type of Service: _____
- Perishable Items: Items subject to natural decay or deterioration, if not put to their intended use within a reasonable period of time--
State the Item(s): _____
- Item(s) for Resale: This would include the buying or selling of item(s) by students when it is part of the educational experience--
State the Type(s) of Item(s): _____
- Item(s) for Replacement Parts When the Need Cannot Be Reasonably Anticipated--
State the Item(s): _____
- Item(s) or Expenditure(s) Made on Authorized Trips Outside the Boundaries of the Local Agency--
State the Location: _____
- Item(s) That Will Afford the Purchaser a Savings--
Explain the Logic: _____

Approved _____ School or Organization _____

Approved _____ Contractor's Name _____

Approved _____ Date _____

Explanation of Noncompetitive Negotiation Methods can be found under K.R.S. 45A.380 and on page 15 in the Regulations.

Small Purchase D&F – 3 price quotes

Jefferson County Public Schools
Small Purchase Determination and Finding

School Name: _____ Date: _____

Person Ordered For: _____ Companies Quoting: _____

Deliver To: _____ 1 _____

Successful Company: _____ 2 _____

Sales Representative: _____ 3 _____

Date Order Placed: _____ With: _____ 4 _____

Commodity Code	Quantity	Unit Of Measure	Req. Total	Description	\$ Price Evaluation \$			
					1	2	3	4

I DETERMINE, PURSUANT TO KENTUCKY REVISED STATUTE 45A.381, THAT THE BEST METHOD OF PROCUREMENT TO BE USED FOR THE ABOVE PURCHASE (S) IS:

Check one: ☐ Phone Quotes
☐ Written Quotes
☐ Other Comparative Evaluation—Explain _____

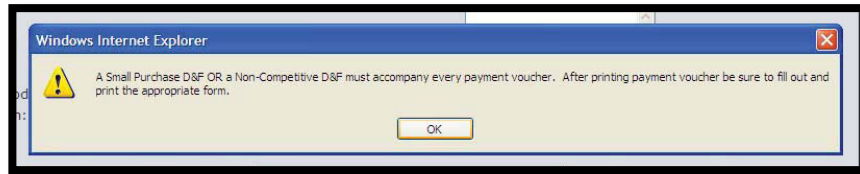
And my findings are: _____

Purchaser's Signature: _____ Approved (Principal/Department Head): _____

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15. To print out the Payment Voucher itself, select the Generate Report button - you will get a pop-up box reminder to attach the appropriate D & F form (from the previous page).

16. Click OK. Click the Generate Report button again to get the copy to print and save. This form can be printed to PDF or a hard copy.



Below is a screenshot of what a completed Payment Voucher looks like when you click “Generate Report”:

Staple Here

Special Instructions

☒ A. None Required ☐ B. Do NOT Mail - return to Preparer ☐ C. Call Number below When Ready ☐ D. Hold at VanHoose

Payment Voucher

FY 2019

Vendor Number: _____

Pay To: _____

Street Address: _____

City, State, Zip Code: LOUISVILLE, KY 40291

Payment Voucher ID: 102168

Information here will vary by vendor based on MUNIS data

Description	Organization	Object	Project	Amount	Invoice Number
REIMBURSEMENT FOR REPAIR WORK ON MACBOOK PRO	0471013	0734	900XF	\$299.00	R403622642

UNIT

Name: 047 - LOUISVILLE MALE HIGH SCHOOL

Telephone: 5024858292

Approved By: JIM JURY

Prepared By: EDWARDS, KIMBERLY K

Date: 12/20/2018

I certify that this payment is for services that have been rendered or for goods that have been received or that the use of a Purchase Order is not feasible

\$299.00

Voucher Total

Approval Signature
(Must be signed in BLUE ink)

17. Once you have completed the voucher, a listing of your voucher(s) will appear on the main screen:

Accounting Web

Home Payment Voucher Tools
mhollow1 [Logout](#)

Voucher ID

Status

Vendor Number

	Voucher ID	Status	Date	Vendor #	Pay To
<input type="button" value="Edit"/> <input type="button" value="Copy"/>	42	NEW	12/16/2009	45152	HOLLOWAY MARY H

Great job! Now you will submit the Voucher packet.

VOUCHER SUBMISSION PROCESS:

Preparer:

- Complete the Payment Voucher process
- **Assemble** the Payment Voucher packet (including the Payment Voucher cover, and all supporting documentation such as receipts, invoices, etc.) and the approved (signed or electronic) D&F form **into one concise PDF file.**
- Email the PDF file (**all documents in one concise file**) to your supervisor or the individual who approves your vouchers

Approver:

- Review the Payment Voucher online
- If corrections are necessary, have the requester make the correction and email the voucher back to you
- When you are ready to approve the Payment Voucher, email the file it to the following email address: JCPS.Travel-Vouchers@jefferson.kyschools.us with the MUNIS project in the Subject line.
 - Your email will serve as your approval signature, so do not delegate this step to your secretary or clerk.
- **NOTE:** The approval email **MUST** come from the approver for Accounting to process the voucher.

QUICK REMINDERS:

—Double-check your work before submitting! Review the Vendor#, Vendor name/address, and the Description (which must include who, what, when, where, and why). The budget code must match the expense (i.e., food for food), and the budget code must have enough money to cover the expense. Each invoice needs to be on a line by itself and the invoice number on the payment voucher must be completed. JCPS Unit name, phone number, approved by, prepared by, date, and approval signature areas need to be filled out completely.

—Appropriate back-up documentation must accompany the Payment Voucher for processing. This includes a completed D&F with its own back-up documentation. Where applicable, a copy of the original completed Standard Invoice or Purchase Request, the Vendor Invoice, a sign-in sheet or attendee listing, agenda (showing dates, time, etc.), and the original receipt must also be included.

—Prior approval letter/statement from the appropriate JCPS person is required for exceptional purchases such as amounts that exceed the Meal/Refreshment Guidelines. Otherwise reimbursements must adhere to JCPS established guidelines.

—You cannot approve any voucher made payable to you. In other words, the vendor and approver cannot be the same person. The approver must be a supervisor.

—Finally, please remember staff gifts, gift cards, gift certificates, holiday/birthday/ condolence cards, and luncheons (or travel to make these purchases) are NOT reimbursable from the General Fund Budget.