|  |  |  |  |
| --- | --- | --- | --- |
| **Yes** | **N/A** | **Item** | **Description** |
|  |  | **Invoice Number** | Contract:  If there is an invoice, enter the exact invoice number as shown in the vendor invoice (case sensitive). No extra spaces or characters should be entered. If there is no invoice, the invoice number is assigned by the department.  Participant Cost:  Assigned by the department. |
|  |  | **Invoice Date** | Contract:  If there is an invoice, enter the date of the invoice. Otherwise, enter the date the voucher was created.  Participant Cost:  Assigned by the department. |
|  |  | **Invoice Receipt Date** | Contract:  Enter the date the invoice was received by UH. Otherwise, assigned by the department.  Participant Cost:  Assigned by the department. |
|  |  | **Goods Receipt Date** | Contract   * If the contract requires periodic payments (e.g., monthly), enter the last date of each period (e.g., end of month) for each payment. * If you are paying the contract in full or if you are paying the last payment of the contract, enter the contract ending date. * If you are paying a partial payment per contract, enter the service rendered date.   Participant Cost   * If it is a monthly payment, enter the last day of the month. Enter the specific period for the payment in the voucher comment section. * Otherwise, enter the activity end date from the Participant Cost Form. |
|  |  | **Vendor Classification** | Enter the appropriate classification reflecting the most current status:   * Employee – State/Student (for Student Employees) * Student (for UH Students) * Individual Recipient/Student (for Non-UH Students) |
|  |  | **Purpose/Benefit** | Enter BOTH purpose and benefit of the payment in the voucher comment section. |
|  |  | **Remit to Address** | Check Payment:   * On the voucher payment page, select the “remit to” address indicated in the invoice or the Participant Cost Form that matches with the “remit to” address in the system.   ACH/Wire Payment:   * On the voucher payment page, select an address in the invoice or the Participant Cost Form that matches one of the “remit to” address in the system.   Do not select the “ordering” address. |
|  |  | **Cost Center** | State Funds and Local Funds (non-state funds) cannot be used on the same voucher.  If you use both State Funds and Local Funds to pay for one invoice, create two vouchers; one for state funds and another for local funds (provide cross-reference for the associated voucher number and amount in the comment history or voucher comment section). |
|  |  | **Sales Tax** | * State Funds or Sponsored Project Funds   No Texas Sales Tax can be reimbursement with State Funds or Sponsored Project Funds.   * Local Funds   If the Texas Sales and Use Tax Exemption Certificate was presented but the vendor did not accept it, the employee must state such in the voucher.  If the Texas Sales and Use Tax Exemption Certificate was not presented, only request reimbursement up to $10 sales tax. |
|  |  | **Voucher Total** | * Enter the total voucher amount that matches with the invoice amount or the Participant Cost Form amount. * For recurring payments, enter the amount corresponding to the specific period associated with the Participant Cost Form. |
|  |  | **Contracts** | Upload the invoice (if any) that shows:   * Relevant details * Amount and description * Student contractor name, address, total amount, date of service   Upload the contract  Include the following information in the voucher comment section:   * Total contract amount. * Total payments to date including this voucher. * The remaining amount of the contract to be paid. |
|  |  | **Participant Costs** | Upload   * [Participant Cost Form](https://www.uh.edu/research/_downloads/forms/participant-cost-form.pdf) * The complete Payment(s) to [Non-Employees and Non-Contractors Review and Approval Form](http://www.uh.edu/office-of-finance/tax-information/payments_to_non_employees_and_non_contractors.pdf). If there is no Department Head or P.I., enter N/A. * [Foreign National Information Addendum](http://www.uh.edu/office-of-finance/tax-information/foreign-national-information-addendum.pdf) |
|  |  | **Account Codes** | If the expense is coded with the following account code, the voucher will need to be routed to the Tax department and/or Scholarships. See [the University of Houston Voucher Workflow Matrix](https://www.uh.edu/office-of-finance/references/voucher-matrix_scholarships-and-tax.pdf).   * + - 50054, 52404, 52405, 53523, 53857, 54802, 54804, 54806, 54810, 54812, 54814, 54815, 54816, 54817, 54819, 54820, 54821, 54823, 54825, 54900, 54902, 54904, 54906, 54907, 54912, 55300 through 55318, 56121, 56122, 56124, 56129, 56137, 56138   Upload the [Foreign National Information Addendum Form](http://www.uh.edu/office-of-finance/tax-information/foreign-national-information-addendum.pdf) if required. |