

Barb Leach
Payroll Specialist

Sue Reed
*Payroll & Benefits
Data Specialist*

**Polk County
Department of Administration**

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Jamie Carlson
Staff Accountant

Tammy Peterson
*Accounts Payable/
Executive Assistant*

Dana Frey
County Administrator

Maggie Wickre
Finance Director

Required Voucher Documentation

Is an adequately detailed receipt / invoice which provide evidence of services rendered or materials purchased from a particular vendor.

- Original Invoice/Receipts
 - No packing slips, hand written, canceled checks and etc.
- The Invoice needs to show
 - Complete Remittance Name & address (phone number opt.)
 - Date of Service
 - Description of Service Rendered or products received
 - Costs of the items
- Itemized Receipts for all Credit card purchases, store account purchases, and petty cash reimbursements
- Adding machine tape illustrating the total amount to be paid and highlight those amounts on the multiple-invoices. Attach adding tape to the back of voucher.
- No Sales Tax; as the County is Sales Tax Exempt
- Any changes on a Vendor, requesting a New Vendor, or additions set up through accounts payable, you will need to attach a W9 from the vendor before it will be paid. This can be done by inner office, email or attached to the voucher.
- Provide sufficient documentation to explanation the Differences between voucher vs. invoice total dollar amounts owed
 - returns, credits, etc
- No reimbursements for alcoholic beverages, cigarettes and etc.
 - Additional information on Employee Reimbursements is available in Policy 512

If you have questions regarding the type of documentation required please feel contact:

Tammy Peterson
Accounts Payable, X 8212