

Barb Leach
Payroll Specialist

Sue Reed
*Payroll & Benefits
Data Specialist*

**Polk County
Department of Administration**

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Tonya Kusmirek-Weinert
Finance Director/Internal County Auditor

Jamie Carlson
Staff Accountant

Maggie Wickre
Bookkeeper

Tammy Waters
Accounts Payable

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
- No Sales Tax; as the County is Sales Tax Exempt
- Provide sufficient documentation to explanation the Differences between voucher vs. invoice total dollar amounts owed
 - such as late fee's, 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 Water
Account Payable
715-485-8212
tammy.waters@co.polk.wi.us