When completing a Non-PO voucher, if information answering the “5 Ws” is contained in the imaged documents, that information does not need to be entered into the voucher.

WHERE
Vendor invoice includes all required information.

WHEN
Vendors invoice includes required information: date the ad will run and the invoice date.

WHAT
Specific descriptions are usually contained within the invoice – if not, this information should be entered into each voucher line description.

WHO
The person initiating the request should be entered in the voucher comments unless already recorded elsewhere.

WHY
The reason for the purchase must be entered in the voucher comments unless already included elsewhere.