When completing a Non-PO voucher, if information answering the “5 Ws” is contained in the imaged documentation, that information does not need to be entered into the voucher. When Check Request Forms are used, all justification detail must be included on the form. This form should be used only when a vendor invoice is not available.

**WHERE**
When the location associated with the transaction is included in the CRF’s business justification, it does not need to be entered into the voucher.

**WHAT**
What the payment is for must be documented in the business justification, and must be sufficient for an approver to assess the request.

**WHEN**
The date of the event or service associated with the payment should be included in the justification.

**WHY**
The justification must fully explain the reason for the transaction. Unless it is apparent, the reason why no invoice is available should also be documented. In this case, the reason is apparent. If necessary, additional pages may be attached to the check request.

**WHO**
The person initiating the request must be documented in the “Request by” section of the Check Request Form.