

# Transaction Justification Non-PO Voucher

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.

**Vendor Invoice**

REMIT PAYMENT TO:  
BAYARD ADVERTISING AGENCY, INC.  
902 Broadway  
10th Floor  
New York, NY 10010

Invoice  
01848918

UNIVERSITY OF MINNESOTA E  
260 COFFEY HALL \*\*\*  
1420 ECKLES AVE  
ST. PAUL, MN 55108

INVOICE NO B011719100  
INVOICE DATE 11/18/2011  
CLIENT ID 1100637  
TERMS Due Upon Rpt

DESCRIPTION	AMOUNT
MEDIA: CHRONICLE OF HIGHER EDUCATION	
ORDER AMOUNT	623.70

## Department Forms

Vendor Name: Bayard Advertising Agency, Inc. DATE: 12/8/2011  
Vendor #: 000009769 Invoice Amount to be Paid: \$ 623.70

**JUSTIFICATION:**

Who: For Karen Shirer, Search Committee Chair  
What: Chronicle of Higher Education ad  
When: November 18, 2011 and 30 days online  
Where: In Chronicle of Higher Education paper and 30 days online  
Why: To advertise position opening

How does this purchase benefit the U of M? (for sponsored accounts):

Some departments have created forms like this to aid in communicating justification information to the voucher preparer. If imaged, this information does not need to be repeated in the comments as shown below. Avoid duplication when possible.

## WHAT

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

## Invoice Information Tab

Business Unit: UMN01 Invoice Number: B011719100  
Voucher ID: 01848918 Invoice Date: 11/18/2011  
Voucher Style: Regular

Vendor: 000009769 Pay Terms: N30 Net 30 Basis DL Type: Inv Date  
Name: BAYARDADVE-001  
Location: MPLS Accounting Date: 12/08/2011  
Address: 3 Advanced Vendor Search Currency: USD  
BAYARD ADVERTISING AGENCY INC  
902 BROADWAY 10TH FLOOR  
NEW YORK CITY, NY 10010-7121

Line	Distribute by	Item	Description	Quantity	UOM	Unit Price	Extended Amount
1	Amount		Bayard Advertising	1.0000	EA	623.70000	623.70

## Voucher Comments

Ad in the Chronicle of Higher Education on 11/18/11 and 30 days on line for advertising open position for Associate Dean approved per Search Committee Chair. See Imaged document.

## 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.