

**COLLEGE OF SOUTHERN NEVADA
FINANCE & FACILITIES DIVISION
PAYMENT VOUCHER POLICY**

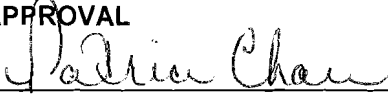
1. PURPOSE

To ensure proper usage of Payment Vouchers.

2. POLICY

- A. A Payment Voucher (PV) may not be used to circumvent college purchasing procedures.
- B. The PV form is used to reimburse an individual for out of pocket expenses when necessary.
- C. If a PV form must be used to pay a vendor after the fact, a memo must be included explaining why purchasing procedures were not followed. This memo must be approved by a Dean/Associate Vice President, or higher.
- D. A pre-printed PV form with an assigned number stamped on it is required.
- E. The PV form must be completely filled in, including all account information, approvals, special instructions, etc. If other documents such as Hosting checklists or Independent Contractor Agreements are needed, those must be attached. (Please reference the CSN *Hosting and Independent Contractor Agreement Policies*.)
- F. If the vendor is not in the Advantage Financial System database, a vendor application (which includes a modified Form W-9) must be completed by the vendor and included with the PV.
- G. A valid vendor invoice or original receipt must be attached.
- H. The payment voucher must have the original authorizing signature of the individual(s) with appropriate signature authority for each account charged.
- I. The payment voucher must be submitted within 20 calendar days of the expense incurred date.
- J. Certain items require commodity approval. Please reference the CSN *Commodity Approval Policy*.

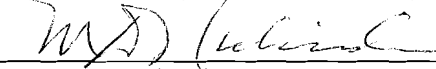
3. APPROVAL



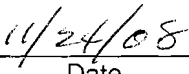
Patricia Charlton, Sr. Vice President, Finance & Facilities



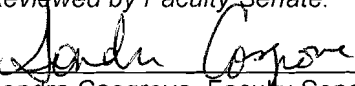
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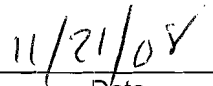
Michael D. Richards, President



Date

Reviewed by Faculty Senate:


Sondra Cosgrove, Faculty Senate Chair



Date