

## Instructions for Completing State of New Jersey Payment Voucher

This form is used to make payments to vendors or reimbursements to Judiciary employees.

<b>(A)</b>	Vendor federal identification number or employee ID number (9 digits). If you have any questions on the employee ID number please contact the Accounting Unit.
<b>(D)</b>	Name and address of vendor/employee
<b>(E)</b>	Which Department the voucher should be returned
<b>(F)</b>	Signature of vendor or employee and Title of person signing the voucher, date of signature
<b>(G)</b>	Invoice number from vendor invoice if applicable, or information that should appear on check stub. This is limited to 30 characters including spaces, dots, dash, etc.
<b>Fund:</b>	Accounting Use Only
<b>Agcy:</b>	Accounting Use Only
<b>Org Code:</b>	This is the four digit code as to what division is be charged for the payment
<b>Activity CD:</b>	Accounting Use Only
<b>Object CD:</b>	Accounting Use Only
<b>Description of Item:</b>	This should be description of item that we are paying the vendor/employee. There are three lines available.
<b>Quantity:</b>	Number of items purchased
<b>Unit:</b>	List as each in this area
<b>Unit Price</b>	Price of single item purchased
<b>Amount:</b>	The amount will automatically populate this field if quantity, unit, and unit price are completed correctly. This will also populate the Total Amount in Area C.
<b>Certification by Receiving Agency:</b>	Should be signed by division personnel/supervisor that states they agreed with the charges and they are giving approval for payment.

**Please remember to attach all original receipts to payment voucher and send to finance office for payment.**