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|  | | | | | | | | | | | | | | | | | | **Voucher Transmittal** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| **For Processor Use Only** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Voucher ID *(8 digits)*: | | | | | | | |  | | | | | | | | | | | | | Entered By: | | | | | |  | | | | | | | | | | | | | | Date: | | | | | |  | | |
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| **Invoice Information** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| Business Unit (5 digits): | | | | | | | | | | | |  | | | | | | | | | | | | | | | | |  | | | | | | | | |  | | | | | | | | | | | |
| Supplier Name: | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | Invoice Receipt Date: | | | | | | | | |  | | | | | | | | | | | |
|  | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | Goods & Services Receipt Date: | | | | | | | | | | | | |  | | | | | | | |
| Supplier ID *(10 digits)*: | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | Pay Terms: | | | | | | | | | | | | | | | | | | | | |
| Supplier Location: | | | | | | |  | | | | | | | | | | | | | | | | | | | | | |  |  | | | 30 *(Net 30)* | | | | | | | | | | | | | | | | |
| Address Sequence #: | | | | | | | | | | |  | | | | | |  | | | | | | | | | | | |  |  | | | 00 *(Due Now)* | | | | Basis Date Type: | | | | | | | | | | Invoice Date | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | *If not Prompt Pay, explain:* | | | | | | | | | |  | | | | | | | | | | |
| Invoice # | | | | |  | | | | | | | | | | | | | | | | | | | | | | | |  |  | | | 00PP *(Due Now PP)* | | | | | | | Due Date Control: | | | | | | | | | User |
| Invoice Date: | | | | |  | | | | | | | | | | | | | | | | | | | | | | | |  |  | | |  | | | | | | | Due Date: | | | | | | | |  | |
|  | | | | |  | | | | | | | | | | | | | | | | | | | | | | | |  |  | | | Final Voucher (VDOT Only) | | | | | | |  | | | | | | | |  | |
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| Gross Invoice Amount: | | | | | | | | | | |  | | | | | | | | | | | | |  | | | | | Responsible Org: | | | | | |  | | | | | | | | | | | | | | |
| No. of Invoice Lines: | | | | | | | | | | |  | | | | | | | | | | | | |  | | | | | Customer Account #: | | | | | | | | |  | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | *(appears on payment remittance, limit to 15 characters, no punctuation)* | | | | | | | | | | | | | | | | | | | | |
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| Comments: | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| **Invoice Line Information** *(use multiple invoice lines for an invoice with multiple Accounting Distribution lines)* | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| Invoice Line #: | | | | | |  | | | | Quantity: | | | | | |  | | | | | | | Line Amount: | | | | |  | | | | | | | | SpeedChart: | | | | | | |  | | | | | | |
| Description *(if applicable, use the Description field for Purchase Order #)*: | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | |
| |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | | **Amount** | **Quantity** | **Account** | **Fund** | **Program** | **Department** | **Cost Center** | | |  |  |  |  |  |  |  | | | **Task** | **FIPS** | **Asset** | **Agency Use 1** | **Agency Use 2** | **PC Bus Unit** | **Project** | **Activity** | |  |  |  |  |  |  |  |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| Invoice Line #: | | | | | |  | | | | Quantity: | | | | | |  | | | | | | | Line Amount: | | | | |  | | | | | | | | SpeedChart: | | | | | | |  | | | | | | |
| Description *(if applicable, use the Description field for Purchase Order #)*: | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | |
| |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | | **Amount** | **Quantity** | **Account** | **Fund** | **Program** | **Department** | **Cost Center** | | |  |  |  |  |  |  |  | | | **Task** | **FIPS** | **Asset** | **Agency Use 1** | **Agency Use 2** | **PC Bus Unit** | **Project** | **Activity** | |  |  |  |  |  |  |  |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| Invoice Line #: | | | | | |  | | | | Quantity: | | | | | |  | | | | | | | Line Amount: | | | | |  | | | | | | | | SpeedChart: | | | | | | |  | | | | | | |
| Description *(if applicable, use the Description field for Purchase Order #)*: | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | |
| |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | | **Amount** | **Quantity** | **Account** | **Fund** | **Program** | **Department** | **Cost Center** | | |  |  |  |  |  |  |  | | | **Task** | **FIPS** | **Asset** | **Agency Use 1** | **Agency Use 2** | **PC Bus Unit** | **Project** | **Activity** | |  |  |  |  |  |  |  |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| Invoice Line #: | | | | | |  | | | | Quantity: | | | | | |  | | | | | | | Line Amount: | | | | |  | | | | | | | | SpeedChart: | | | | | | |  | | | | | | |
| Description *(if applicable, use the Description field for Purchase Order #)*: | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | |
| |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | | **Amount** | **Quantity** | **Account** | **Fund** | **Program** | **Department** | **Cost Center** | | |  |  |  |  |  |  |  | | | **Task** | **FIPS** | **Asset** | **Agency Use 1** | **Agency Use 2** | **PC Bus Unit** | **Project** | **Activity** | |  |  |  |  |  |  |  |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| Invoice Line #: | | | | | |  | | | | Quantity: | | | | | |  | | | | | | | Line Amount: | | | | |  | | | | | | | | SpeedChart: | | | | | | |  | | | | | | |
| Description *(if applicable, use the Description field for Purchase Order #)*: | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | |
| |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | | **Amount** | **Quantity** | **Account** | **Fund** | **Program** | **Department** | **Cost Center** | | |  |  |  |  |  |  |  | | | **Task** | **FIPS** | **Asset** | **Agency Use 1** | **Agency Use 2** | **PC Bus Unit** | **Project** | **Activity** | |  |  |  |  |  |  |  |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| **Payments** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| **Payment Information** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Remit to Supplier ID *(10 digits)*:** | | | | | | | | | | | | | | |  | | | | | | | | | | | | | | |  | | Remit to Address: | | | | | | | | | | | | | | | | | |
| **Remit to Supplier Name:** | | | | | | | | | | | | | | | | |  | | | | | | | | | | | | |  | |  | | | | | | | | | | | | | | | | | |
| **Remit to Location:** | | | | | | | | | | | | | | | | |  | | | | |  | | | | | | | | | |
| **Remit to Address Sequence #:** | | | | | | | | | | | | | | | | |  | | | | |  | | | | | | | | | |
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| **Payment Options** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Payment Method *(if other than default)*:** | | | | | | | | | | | | | | | | | | |  | | | | | | | | | | | *(ACH, Check, EFT, Giro-EFT, Manual Check, Wire Transfer)* | | | | | | | | | | | | | | | | | | | |
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| **Payment Handling:** | | | | | | | | | | | | |  | Regular Payments | | | | | | | | | |  | | Attachment *(payment method must be “Check”)* | | | | | | | | | | | | | | | | | | | | | | | |
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| **Message:** | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | | | |
| ***(appears on payment remittance, limit to 22 characters which may be overwritten by CDS message, if applicable)*** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| **Certification / Approval** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| ***Certification Statement for Preparer:***  ***I certify that the related goods/services are appropriately documented as received and the invoiced amounts are correctly calculated.*** | | | | | | | | | | | | | | | | | | | | | | | | | | | *Certification Statement for Approver:*  *I certify that this expenditure is necessary to conduct business on behalf of the Commonwealth and the invoiced amounts are appropriately charged.* | | | | | | | | | | | | | | | | | | | | | | |
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| **Signature** | | | | | | | | | | | | | | | | | | | | | | | | | | | Signature | | | | | | | | | | | | | | | | | | | | | | |
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| **Name** | | | | | | | | | | | | | | | | | | | | Date | | | | | | | Name | | | | | | | | | | | | | | | | | | | Date | | | |
| **Continuation Sheet** *(complete the below information for additional voucher invoice lines, as needed)* | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

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| Invoice Line #: |  | Quantity: |  | Line Amount: |  | SpeedChart: |  |
| Description *(if applicable, use the Description field for Purchase Order #)*: | | | | |  | | |
| |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | | **Amount** | **Quantity** | **Account** | **Fund** | **Program** | **Department** | **Cost Center** | | |  |  |  |  |  |  |  | | | **Task** | **FIPS** | **Asset** | **Agency Use 1** | **Agency Use 2** | **PC Bus Unit** | **Project** | **Activity** | |  |  |  |  |  |  |  |  | | | | | | | | |
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| Invoice Line #: |  | Quantity: |  | Line Amount: |  | SpeedChart: |  |
| Description *(if applicable, use the Description field for Purchase Order #)*: | | | | |  | | |
| |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | | **Amount** | **Quantity** | **Account** | **Fund** | **Program** | **Department** | **Cost Center** | | |  |  |  |  |  |  |  | | | **Task** | **FIPS** | **Asset** | **Agency Use 1** | **Agency Use 2** | **PC Bus Unit** | **Project** | **Activity** | |  |  |  |  |  |  |  |  | | | | | | | | |
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| Invoice Line #: |  | Quantity: |  | Line Amount: |  | SpeedChart: |  |
| Description *(if applicable, use the Description field for Purchase Order #)*: | | | | |  | | |
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| Invoice Line #: |  | Quantity: |  | Line Amount: |  | SpeedChart: |  |
| Description *(if applicable, use the Description field for Purchase Order #)*: | | | | |  | | |
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| Invoice Line #: |  | Quantity: |  | Line Amount: |  | SpeedChart: |  |
| Description *(if applicable, use the Description field for Purchase Order #)*: | | | | |  | | |
| |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | | **Amount** | **Quantity** | **Account** | **Fund** | **Program** | **Department** | **Cost Center** | | |  |  |  |  |  |  |  | | | **Task** | **FIPS** | **Asset** | **Agency Use 1** | **Agency Use 2** | **PC Bus Unit** | **Project** | **Activity** | |  |  |  |  |  |  |  |  | | | | | | | | |
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| **Continuation Sheet** *(complete the below information for additional voucher invoice lines, as needed)* |

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| Invoice Line #: |  | Quantity: |  | Line Amount: |  | SpeedChart: |  |
| Description *(if applicable, use the Description field for Purchase Order #)*: | | | | |  | | |
| |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | | **Amount** | **Quantity** | **Account** | **Fund** | **Program** | **Department** | **Cost Center** | | |  |  |  |  |  |  |  | | | **Task** | **FIPS** | **Asset** | **Agency Use 1** | **Agency Use 2** | **PC Bus Unit** | **Project** | **Activity** | |  |  |  |  |  |  |  |  | | | | | | | | |
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| Invoice Line #: |  | Quantity: |  | Line Amount: |  | SpeedChart: |  |
| Description *(if applicable, use the Description field for Purchase Order #)*: | | | | |  | | |
| |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | | **Amount** | **Quantity** | **Account** | **Fund** | **Program** | **Department** | **Cost Center** | | |  |  |  |  |  |  |  | | | **Task** | **FIPS** | **Asset** | **Agency Use 1** | **Agency Use 2** | **PC Bus Unit** | **Project** | **Activity** | |  |  |  |  |  |  |  |  | | | | | | | | |
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| Invoice Line #: |  | Quantity: |  | Line Amount: |  | SpeedChart: |  |
| Description *(if applicable, use the Description field for Purchase Order #)*: | | | | |  | | |
| |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | | **Amount** | **Quantity** | **Account** | **Fund** | **Program** | **Department** | **Cost Center** | | |  |  |  |  |  |  |  | | | **Task** | **FIPS** | **Asset** | **Agency Use 1** | **Agency Use 2** | **PC Bus Unit** | **Project** | **Activity** | |  |  |  |  |  |  |  |  | | | | | | | | |
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| Invoice Line #: |  | Quantity: |  | Line Amount: |  | SpeedChart: |  |
| Description *(if applicable, use the Description field for Purchase Order #)*: | | | | |  | | |
| |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | | **Amount** | **Quantity** | **Account** | **Fund** | **Program** | **Department** | **Cost Center** | | |  |  |  |  |  |  |  | | | **Task** | **FIPS** | **Asset** | **Agency Use 1** | **Agency Use 2** | **PC Bus Unit** | **Project** | **Activity** | |  |  |  |  |  |  |  |  | | | | | | | | |
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| Invoice Line #: |  | Quantity: |  | Line Amount: |  | SpeedChart: |  |
| Description *(if applicable, use the Description field for Purchase Order #)*: | | | | |  | | |
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| **Continuation Sheet** *(complete the below information for additional voucher invoice lines, as needed)* |

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| Invoice Line #: |  | Quantity: |  | Line Amount: |  | SpeedChart: |  |
| Description *(if applicable, use the Description field for Purchase Order #)*: | | | | |  | | |
| |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | | **Amount** | **Quantity** | **Account** | **Fund** | **Program** | **Department** | **Cost Center** | | |  |  |  |  |  |  |  | | | **Task** | **FIPS** | **Asset** | **Agency Use 1** | **Agency Use 2** | **PC Bus Unit** | **Project** | **Activity** | |  |  |  |  |  |  |  |  | | | | | | | | |
|  | | | | | | | |
| Invoice Line #: |  | Quantity: |  | Line Amount: |  | SpeedChart: |  |
| Description *(if applicable, use the Description field for Purchase Order #)*: | | | | |  | | |
| |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | | **Amount** | **Quantity** | **Account** | **Fund** | **Program** | **Department** | **Cost Center** | | |  |  |  |  |  |  |  | | | **Task** | **FIPS** | **Asset** | **Agency Use 1** | **Agency Use 2** | **PC Bus Unit** | **Project** | **Activity** | |  |  |  |  |  |  |  |  | | | | | | | | |
|  | | | | | | | |
| Invoice Line #: |  | Quantity: |  | Line Amount: |  | SpeedChart: |  |
| Description *(if applicable, use the Description field for Purchase Order #)*: | | | | |  | | |
| |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | | **Amount** | **Quantity** | **Account** | **Fund** | **Program** | **Department** | **Cost Center** | | |  |  |  |  |  |  |  | | | **Task** | **FIPS** | **Asset** | **Agency Use 1** | **Agency Use 2** | **PC Bus Unit** | **Project** | **Activity** | |  |  |  |  |  |  |  |  | | | | | | | | |
|  | | | | | | | |
| Invoice Line #: |  | Quantity: |  | Line Amount: |  | SpeedChart: |  |
| Description *(if applicable, use the Description field for Purchase Order #)*: | | | | |  | | |
| |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | | **Amount** | **Quantity** | **Account** | **Fund** | **Program** | **Department** | **Cost Center** | | |  |  |  |  |  |  |  | | | **Task** | **FIPS** | **Asset** | **Agency Use 1** | **Agency Use 2** | **PC Bus Unit** | **Project** | **Activity** | |  |  |  |  |  |  |  |  | | | | | | | | |
|  | | | | | | | |
| Invoice Line #: |  | Quantity: |  | Line Amount: |  | SpeedChart: |  |
| Description *(if applicable, use the Description field for Purchase Order #)*: | | | | |  | | |
| |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | | **Amount** | **Quantity** | **Account** | **Fund** | **Program** | **Department** | **Cost Center** | | |  |  |  |  |  |  |  | | | **Task** | **FIPS** | **Asset** | **Agency Use 1** | **Agency Use 2** | **PC Bus Unit** | **Project** | **Activity** | |  |  |  |  |  |  |  |  | | | | | | | | |
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