

## Voucher Instruction Sheet

- 1.** The place to put an invoice number can be found in the top right corner. An invoice number is only needed if one has been assigned. If no assigned invoice number, leave the spot blank. Do **NOT** create an invoice number.
- 2.** For the money amount of the class, choose only one of the four options, whichever applies. If the event amount is chosen, circle all of the options that apply.
- 3.** Many things need to be placed in the table. The first thing is going to be the parent/caregiver's initials. Next, whether or not the Before Survey has been completed (Yes/No) and the date of when the class started. Lastly, the date the class was completed or the last class that parent/caregiver went to and whether or not they completed the end survey. If the parent/caregiver completed the class, leave the last column blank, but if they left the class before it was completed, put in the last column whether or not a non-completion survey was sent to them.
- 4.** After the table, put in the number of books bought for the class and the total amount of the books bought.
- 5.** For the data entry if completed, only claim this if the surveys were taken on paper and you entered them. If the surveys were taken online, do not claim this.
- 6.** On the next six lines, put the date the voucher is submitted, the county the class was taken in, the city of the class, whether or not it was virtual (yes/no), the name of the instructor, and the name of the agency that is putting on the class.
- 7.** In the box, any other invoiced claims not already in the voucher can be mentioned. Put the other invoiced claim(s) in the box and then write the amount of the claim(s) on the line above.
- 8.** Lastly, put the total amount of the invoice voucher on the line in the bottom right corner.