Voucher Approvals (small volume units)

PSSC checks PeopleSoft Worklist for vouchers needing approved

PSSC buyer downloads voucher image

Is it a Blanket Order Voucher

Yes

Has a Blanket Order Release been entered?

Yes

Was the invoice approved (signed) by the department?

No

Buyer contacts dept to enter BOR & verify receipt

No

Buyer confirms that items were received (packing slip or comment on PR)

Buyer contacts dept to enter BOR & verify receipt

Is there a dept signature on the invoice image?

Yes

Buyer reviews entry of the voucher for accuracy

No

Buyer attaches o.k. to pay email response to the original order eRequest

Buyer Approves invoice (as appropriate) in PS

No

Buyer attaches o.k. to pay email response to the original order eRequest

Buyer Approves invoice (as appropriate) in PS

Voucher is entered by CAP

Vendor is paid
Voucher Approvals (Large volume units)

**Phase 1:**
- Department reviews each voucher on spreadsheet
- Is this a Blanket Order voucher?
  - Yes: Department confirms delivery, enters Blkt Order Business Purpose, approves/denies voucher as appropriate and enters notes as needed on spreadsheet
  - NO: Dept confirms delivery and approves/denies voucher as appropriate and enters notes as needed on spreadsheet

**Phase 2:**
- PSSC runs unpaid voucher report and uploads it to unpaid voucher database
- PSSC sends email with Spreadsheet attached with vouchers needing approved
- Dept completes information on spreadsheet and sends back to PSSC
- PSSC reviews vouchers in PS and takes appropriate action (approve/deny); Makes notes on spreadsheet accordingly.
- PSSC sends spreadsheet to records coordinator

**Phase 3:**
- Accounts Payable
  - Voucher is entered by CAP
  - Vendor is paid