

PURCHASE VOUCHER

1. Archive reference number	2. Agency number	3. Agency name					4. Current document number	
5. Effective date		6. Doc date (order date)		7. Orig pmt date	8. CONF	9. Doc agency		
10. Texas Identification Number + Mail Code				11. PDT	12. PCC	13. REQ NO.		14. Document amount
15. Payee name/address						16. SPD order number		18. AGENCY USE
						17. Lease number		

19. SFX	Ref Doc	IC	RC	MOD	TC	Index	PCA	AY	COBJ	AOBJ	AMOUNT
	APPN FUND	PMT DUE DATE			RQD DUE DATE		INVOICE NUMBER			INVOICE DATE	
DESCRIPTION										CI	PROP#

19. SFX	Ref Doc	IC	RC	MOD	TC	Index	PCA	AY	COBJ	AOBJ	AMOUNT
	APPN FUND	PMT DUE DATE			RQD DUE DATE		INVOICE NUMBER			INVOICE DATE	
DESCRIPTION										CI	PROP#

20. SER / DEL DATE	21. DESCRIPTION OF GOODS OR SERVICES	22. QUANTITY	23. UNIT PRICE	24. AMOUNT

25. Contact name	26. Phone (Area code and number)	27. Entered by
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28. I approve each purchase, travel, and payroll document in this batch. Employees at my state agency have determined that each document complies with applicable law, including the General Appropriations Act (GAA) and the rules of the Comptroller of Public Accounts. For each purchase or travel document, employees at my state agency have determined that: (1) the goods and services covered by the document comply with the requirements of the contracts under which they were purchased; and (2) the invoices for the goods and services are correct. For each transaction included in a travel document, employees at my state agency have determined that the information included in the transaction has been approved by the claimant. For each payroll document, employees at my state agency have determined that: (1) the payroll is correct and unpaid; and (2) any salary supplementation report required by the GAA to be filed with the Comptroller of Public Accounts and the Secretary of State has been filed. My state agency has authorized me to make this statement for the agency, and I accept responsibility for it.

	Date		Date
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9. Doc agency	4. Current document number
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DESCRIPTION											CI	PROP#

Purchase Voucher Instructions

1. **Archive reference number (Optional):** For use by the agency. For use by the Comptroller's office.
2. **Agency number:** Enter the 3-digit agency number where the funds are coming from. This field identifies the agency whose accounting data will be impacted by the transaction.
3. **Agency name:** Enter the state agency.
4. **Current document number:** Enter the agency-assigned 8-digit document number.
5. **Effective date (Optional):** Enter the 6-digit effective date (MMDDYY) or use the system-generated default of the effective date from the batch header.
6. **Doc date (order date):** Enter the 6-digit document date (MMDDYY). For goods and service transactions, the document date is used to report the order date. (Other than payroll)
7. **Orig pmt date (Restricted):** Enter the 6-digit date that the warrant was originally issued (MMDDYY). This field is used only for payments to replace a lost or stolen warrant.
8. **CONF (Optional):** Choose the 1-character confidential indicator.
Y = Yes
S = Some
N = No
9. **Doc. agency:** Enter the three-digit document agency number. The document agency represents the agency that created and is responsible for the document.
10. **Texas Identification Number + Mail Code:** Enter the vendor's 11-digit TIN number followed by the 3-digit mail code.
11. **PDT (Optional):** Enter the payment distribution type (up to two characters) or leave blank to be looked up in TINS for each detail transaction.
12. **PCC (Optional):** Enter the 1-character Comptroller's Statewide Procurement Division (SPD) purchase category code (PCC).
13. **REQ No. (Optional):** Enter the 11-character requisition number, which is agency defined to meet the Comptroller's SPD format criteria.
14. **Document amount:** Amount is automatically calculated and populated. The document amount is the sum of all transactions entered for a particular document number without regard to the accounting impact.
15. **Payee name/address:** Enter the vendor/payee name and address.
16. **SPD order number (Optional):** Enter SPD Approval Indicator, which is agency defined to meet the Comptroller's SPD format criteria.
17. **Lease number (Optional):** Entered only when purchase category code (PCC) entered and applicable.
18. **AGENCY USE (Optional):** Information entered at agency discretion.
19. **SFX:** Enter the 3-digit suffix number of the transaction.
 - **Ref Doc (Optional):** Enter the 8-character reference document number or leave blank.
 - **IC (Optional – Restricted):** Enter the 1-character interest control (IC) when applicable or leave blank for the system-generated default.
 - **RC (Optional – Restricted):** Enter the 2-character Interest Control Reason Codes (ICRC) when applicable or leave blank for the system-generated default.
 - **MOD (Optional):** Enter the 1-character modifier. A modifier is required on encumbrance transactions referencing pre-encumbrances and on expenditure transactions referencing encumbrances.
 - **TC:** Enter the 3-digit transaction code (T-code) used to determine the accounting impact of each transaction.
 - **Index (Optional):** Enter the 5-digit index. Index codes are agency defined on the Index Code Profile (24).
 - **PCA:** Enter the 5-digit PCA. PCAs are agency defined on the Program Code Account Profile (26).
 - **AY:** Enter the 2-digit appropriation year that provides the funding for the expense.
 - **COBJ:** Enter the 4-digit comptroller object code.
 - **AOBJ (Optional):** Enter the 4-digit agency object code.
 - **AMOUNT:** Enter the amount (up to 11 digits and two decimal places).
 - **APPN:** Enter the 5-digit appropriation number.
 - **FUND:** Enter the 4-digit fund number from which this voucher will be paid.
 - **PMT DUE DATE:** Enter the 6-digit payment due date (MMDDYY).
 - **RQD DUE DATE (Optional):** Enter the 6-digit requested payment date (MMDDYY) to establish a payment distribution date different than the payment due date.
 - **INVOICE NUMBER (Optional):** Enter the invoice number (up to 30 alphanumeric characters). The invoice number is required for expenditure transactions based on the T-code.
 - **INVOICE DATE (Optional):** Enter the 6-digit invoice date (MMDDYY).
 - **DESCRIPTION (Optional):** Enter the description for the transaction (up to 80 characters).
 - **CI (Optional):** Choose the 1-character capitalization indicator.
Blank = Not applicable
C = Capitalized asset
I = Inventoried asset
M = Cost of maintenance for capitalized or inventoried asset
 - **PROP# (Optional):** Enter the 10-character property number
20. **SER / DEL DATE:** Enter the 6-digit service or delivery date (MMDDYY). This date identifies the date for which goods or services are received or rendered.
21. **DESCRIPTION OF GOODS OR SERVICES:** Enter the description for the goods or service.
22. **QUANTITY:** Enter amount or number of an item/good.
23. **UNIT PRICE:** Enter cost per item/good.
24. **AMOUNT:** Enter the total price of the goods or services.
25. **Contact name:** Enter the name of the agency's purchase contact.
26. **Phone (Area code and number):** Enter contact information of person who prepared the purchase voucher.
27. **Entered by:** Signature of the person who entered the payment for processing in the Comptroller's accounting system.
28. **Approval signature/Date:** Enter signature of person(s) approving purchase voucher and date. (This person must be properly authorized on the voucher signature card that is on file with the Comptroller's office)