

A payment voucher form must be completed for payments not associated with a purchase order, such as:

1. **Non employee** contractors or individuals providing a service to Salem State University. A Salem State University contract **MUST** be completed, approved and attached to these payment vouchers. (The contract form is available on the Purchasing website).
2. Subscriptions or dues to be paid directly to a vendor that will not accept a Pro Card. All original documentation must be attached to payment voucher.
3. Invoices not associated with a purchase order. All original invoices must be attached to payment voucher. (Please notify all vendors to submit invoices directly to Accounts Payable to ensure timely payments.)
4. Invoices needing special attention such as overnight delivery, immediate processing or special arrangements for distribution of check.

All payment vouchers need to be approved by requestor's manager. Payments will occur according to the payment terms on the attached invoice(s).

Contact list for questions:

Salem State Contract Forms	Purchasing	ext. 6017
Payment Vouchers	Edna Milton	ext. 6850
General Questions	Karen Johnson	ext. 7620