PURDUE UNIVERSITY

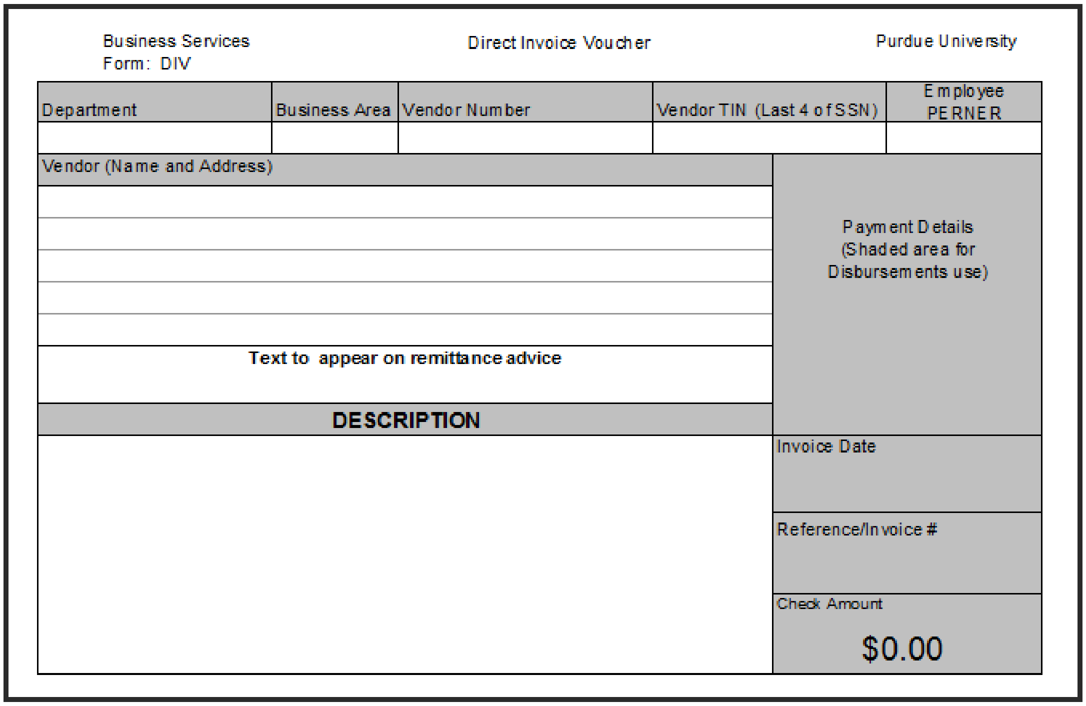
Quick Reference Card

Direct Invoice Voucher - DIV

The Direct Invoice Voucher (DIV) is used to generate payment checks for all direct orders. All DIVs are prepared by the paying department. This QRC outlines the steps to complete the DIV.

New payments that are intended to be made via ACH should also include an ACH Authorization Agreement and W-9 attached to the DIV. Once ACH vendor is established, these documents are not required again.

Vendor and Payment Information



Business Services
Form: DIV

Direct Invoice Voucher

Purdue University

Department	Business Area	Vendor Number	Vendor TIN (Last 4 of SSN)	Employee PERNER

Vendor (Name and Address)

Payment Details (Shaded area for Disbursements use)

Text to appear on remittance advice

DESCRIPTION

Invoice Date

Reference/Invoice #

Check Amount

$0.00

Department	Department Name
Business Area	10 – Calumet 20 – IPFW 30 – North Central 40 – West Lafayette
Vendor Number	SAP assigned vendor number, for identification in system (if known).
Vendor TIN (Last 4 of SSN)	This is a required field in the Vendor Master file. Used for identification in SAP. Enter last four digits for identification (if known).
Employee PERNR	Use when making a personal payment to a Purdue employee.
Vendor (Name and Address)	Vendor or individual to whom the check is to be written. Provide complete 'remit to' address.
Text	Include up to 50 characters to be included on the remit advice (check stub).
Description	Use this field for any special instructions, or a description of the payment. Also make note the vendor is new to ACH payment.

Account Information

G/L Account	Amount	Cost Center	Order	WBS Element	Fund	Earmarked Funds	Tax Code	Tax Amount

G/L Account	All payments require a G/L account.
Amount	Enter amount to be charged to this line.
Cost Center	Cost Center may or may not be required depending on funding source. Additional information on account rules and to determine when a Cost Center is required see the [Account Structure Summary]().
Order	Real Internal Orders – Used by Grants Management. A fund is required to be used in combination with Internal Orders. Statistical Internal Orders – To be used with Cost Centers and WBS Elements for departmental tracking.
WBS Element	Used primarily for construction projects.
Fund	Fund number is required. If WBS Element is used, Fund will derive from the WBSE.
Earmarked Funds	If an earmarked fund has been created for an encumbrance, enter that information here.
Tax Code	Leave blank; for Tax Department use only.
Tax Amount	Leave blank; for Tax Department use only.

Preparer Information and Approvals

Held Chk?	Contact for Held Check	Campus	Phone	Tax Withheld
				Audit
Preparer (Please Type)		Phone	Date	
Recommended for payment			Date	
Recommendation/Approval - Vice President/Dean/Designee			Date	Document #/Date
Recommendation/Approval - Source of Funds Business Office (Determined by Comptroller Authorization Level)			Date	

Held Chk?	To hold check and pick up from the Disbursements Desk in Freehafer Hall, enter Yes here.
Contact for Held Check	Name of person to contact when check is ready for pick up.
Campus	Campus Location (IPFW, PNC, PUC, WL)
Phone	Phone number of person to contact when check is ready for pick up.
Tax Withheld	Leave blank; for Tax Department use only.
Audit	Leave blank; for Tax Department/Accounts Payable use only.
Document #/Date	Document number generated by SAP and date of entry.

Approvals are required from the following individuals:

Fiscal Approver – Allowability, Allocability

PI/Dean/Department Head/Designee – Relevancy

Preparer/Recommended for Payment – Clerk, Business Manager, Fiscal Approver, etc.