APPENDIX J – ZERO DOLLAR VOUCHER EXAMPLE

VDOT Virginia Department of Transportation
Fiscal

Accounts Payable Voucher Transmittal

Federal ☐
State ☐

SUPPLIER ID (10 digits)	REMIT TO #	SUPPLIER NAME
0000000000		ABC, LLC

INVOICE NUMBER (12 character limit - no punctuation)	INVOICE DATE	INVOICE RECEIPT DATE
CloseOut	7/3/2018	7/3/2018

GOODS/SERVICES RECEIPT DATE	GROSS INVOICE AMOUNT	CUSTOMER ACCOUNT NUMBER (15 digits)	RESPONSIBLE DEPT.
7/3/2018	-		10055

PURCHASE ORDER	RECEIPT NUMBER	ROF. CONSULTANT FINAL VOUCHER
0001111111		YES ☑ NO ☐

VOUCHER COMMENTS / SPECIAL HANDLING INSTRUCTIONS (15 characters)	PAYMENT MESSAGE (22 characters)
	Close Out Contract 40000

Pay Terms:	Due Now ☐	Prompt Pay ☐	ROW ACQUISITON ID

Line $	Account	SpeedType CSC or Project	Depart	Task	FIPS	Asset	AU1/AU2	Activity	PO / RT / Description
0.00	5012620	12000000	10055						Contract 40000

Page 1 Total	-
Continuing Pages	-
Grand Total	-

Choose an Approval Option:

Approval by Email ☐ Approval on Invoice ☐

Certification Statement for Preparer: (Optional, See Form Instructions)
I certify that the related goods/services are appropriately documented as received; and that the invoiced amounts are correctly calculated.

Prepared By Name:

Prepared by Signature | Date 5/31/2019

Certification Statement for Approver: ☑
I certify that this expenditure is necessary to conduct business on behalf of the Commonwealth; and that the invoiced amounts are appropriately charged.

Approved by Name:

Approved by Signature | Date

VOUCHER ENTRY INFORMATION: (Optional, See Form Instructions)

Voucher Number:
Date Entered:
Entered By:

FISCAL USE ONLY: (Optional, See Form Instructions)

Final Approval By
Date

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