

Form A19–1A Invoice Voucher

Form A19-1A Invoice Voucher (A19 Invoice Voucher) is for internal use to pay all vendor invoices for which a purchase order is not required to be generated in ctcLink. This form is *mandatory* to ensure payments the College issues to its vendors comply with the Washington State *Office of Financial Management (OFM)*.

Goods and services may only be ordered, contracted, or paid for when they are provided by authorized vendors and purchased within the limitations prescribed by the Department of Enterprise Services (DES). If you have questions about a vendor, the purchasing process, or the payment process, please email the College's procurement team before you buy products or contract services (purchasing@shoreline.edu).

When to Use the Form

An A19 Invoice Voucher is **not** the default option to process payments, even though an invoice may have been received from the vendor. A19 Invoice Voucher only can be used to substantiate and authorize payment of invoices in the following cases:

1. **Non-Employee Agreement:** These are agreements that are reviewed, vetted, and approved by all internal and external parties. An A19 Invoice Voucher can be used to pay invoices received for an executed Non-Employee Agreements with value under \$9,999.
2. **Memberships and Registration Fees:** Fees associated with membership offered by various organizations can be paid by using an A-19 Invoice Voucher form. Also, registration fee associated with virtual and or in-person workshops, conferences, summits, webinars, and other events can be paid using an A-19 invoice voucher.
Note: Software subscription and other IT related subscription fees **cannot** be paid by an A-19 Invoice Voucher form. These fees need to be discussed with the IT department and procurement team prior to payment.
3. **Coordinated with and directed by the Business Office** a purchase order was **not** initiated in ctcLink to pay the invoice and goods or services were procured, and the department approvers have confirmed they were received or executed.

NOTE: Please complete each section of A19 Invoice Voucher and include vendor information, department information, all goods/services purchased, and all required signatures. Include supporting documents, including registration and membership forms with the Invoice Voucher as applicable and submit to accountspayable@shoreline.edu. The Accounts Payable team processes payments via Automated Clearing House (ACH) or check. Make sure to attach all the supporting documents. Forms without supporting documents will not be processed and will be returned to department.

NOTE: As a result of the 2020-2024 Accountability Audit, effective May 1, 2025, the Business Office no longer accepts email or typed form approvals to process payments or other requests. A19 Invoice Voucher forms need to include the meta-data of the date the request was signed. Use Adobe Acrobat or Adobe Sign to gather electronic approvals or send us scanned original document with wet signature(s). Email approval is only accepted in case of an emergency, and not by default. An example of an emergency would be when individuals are traveling on vacation and are out of communication. The decision to accept an email approval will be made by the Executive Director and or the VP of Business & Administrative Services.

How to Complete the Form

NOTE: When entering data in the form, use the TAB KEY to move to the next field in sequence.

1. **Invoice Voucher ID Number:** Enter an *Invoice Voucher ID Number* at the top of the form. This number should be unique to the department. This Invoice Voucher ID number is entered into the ctcLink voucher

to record the payment transaction and streamline the payment process. It also allows each department to track (search) their submitted A19 Invoice Vouchers.

2. **Shoreline Department Details:** Include the Division Name and the Department Name.
3. **Vendor or Claimant:** Provide the name of the vendor (company or person), the **REMIT TO** (payment) address including street number, city, state, and zip code, the vendor contact name (first and last), the vendor contact email address, and the vendor contact phone number.
4. **Vendor Signature:** In the upper right corner of A19 Invoice Voucher, (VENDOR'S CERTIFICATE), the vendor contact must enter their title, sign, and date the form. If you have an invoice and are instructed to use a A19 Invoice Voucher to pay the invoice, there is no need to obtain a vendor signature. **A completed invoice voucher serves as the vendor's approval for the payment request.**

NOTE: The vendor only needs to certify/sign A19 Invoice Voucher when they have not issued the College an invoice.

5. **Tax Identification:** Use this section to include the vendor tax identification number. If the payment is to be issued to an individual, leave this section blank.

NOTE: If the vendor is new and is not established in ctcLink, a signed and dated current [IRS W-9 Form](#) must be submitted with this form before payment can be issued. If the vendor is an established supplier in ctcLink and a *Supplier ID* was previously assigned to the vendor, an IRS W-9 is not needed.

6. **Receiving:** Enter the name of the employee who confirmed the goods were received and/or the services were provided. Enter the date of delivery/receipt for goods purchased and/or the date of completion for services provided.
7. **Payment Details:** Enter the date, description of goods and/or services, quantity, unit, amount, and total amount.
8. **Department Section:** Enter the name of the employee who prepared this form for payment. Enter the date this form was completed.
9. **Chartstring:** Enter the *Chartstring* (ctcLink budget code) to which the department wants to charge (expense) the goods and/or services purchased. For grants and capital projects, an *Activity Code* and a *Project ID* must be included. To ensure accuracy when entering a ctcLink budget code on the form, please contact the Budget Office for assistance as needed.
10. **Department Approval:** Department approval is mandatory for payment to be issued to a vendor.
 - In most instances, the Department Approver will be the *First Level Authorized Signer* (Executive Dean, Dean, or Associate Dean).
 - If the invoice/payment is greater than \$3000 and less than \$50,000, a *Second Level Authorized Signer* must also approve (VP, Associate VP).
 - If the invoice/payment is greater than \$50,000, a *Third Level Signing Authority* is required (President or AIC*).
 - Please refer to the *Purchasing & Contract Signing QRG* to determine who has each level of signing authority: <https://www.shoreline.edu/intranet/forms.aspx>.

Make sure your A19 Invoice Voucher is signed and dated by the required approvers before sending it toaccountspayable@shoreline.edu. Forms without signature will be returned to the sender.

Resources:

SAAM 85.36 Disbursement Processing

SAAM 85-32 Goods & Services Expenditure

*AIC – Administrator-In-Charge (appointed by the President)