

## Department of Administrative Services - State Accounting Enterprise

Section	Procedure Number	Page Number	Effective Date
PRE-AUDIT	204.150	1 of 1	July 1, 2003 Revised 7/1/11
<b>Subject</b>	GENERAL PROVISIONS CLAIMANT'S SIGNATURE ON A VOUCHER		

1. No employee shall sign or electronically approve a voucher as both claimant and the appointed authority authorizing the voucher.
2. A voucher which has been properly certified by the vendor may be substituted for the original invoice. See Procedure 204.200, 5.
  - a. The claimant's signature **MUST** be the original signature of the representative of the vendor.
  - b. When an outside vendor submits a voucher for payment, and the claimant's signature is a rubber stamp with initials, the person initialing the claim must include, in ink, their title, as well as the date of signature. The name of the person initialing the claim is optional. A voucher which has been properly certified by the vendor may be substituted for the original invoice. See Procedure 204.200, 5.
  - c. When an outside vendor submits a voucher for payment with the claimant's signature is signed by someone other than the name of the signature and then initialed by the employee who actually signed the claim, the claim must indicate the title of the person who actually signed the claim and not the title of the person whose name was signed.
3. All employees travel payments **MUST** contain the original signature of the employee. Rubber stamps, even if initialed, are not acceptable on employee travel claims.
4. It is unlawful for anyone other than the claimant to sign the voucher, except as stated above in item 2.c.