

Dear Vendor:

By eliminating the need for a signed Payment Voucher document, NJDOT seeks to streamline the documentation required for Purchase Order generated payments while still abiding by Treasury Regulations OMB Circular 98-17.

Currently, in order to authorize payment, the Department must be in receipt of a 3 part match:

- ✓ An original Payment Voucher must be completed, signed and submitted by the Vendor
- ✓ An original invoice must be submitted by the Vendor
- ✓ A completed internal Receiving Report that confirms receipt of goods/services by the Department

In order for your firm to be considered for the two part match process which eliminates the signed Payment Voucher requirement, we are requesting that you provide a sample of your current invoice that can identify the following:

1. Vendor's name and address
2. Invoice Date
3. Payee Reference Information (A unique identifier that appears on your check stub to enable matching of your account receivables)
4. Purchase Order Number (An invoice cannot be matched to the Department's receiving report without this number. Your invoice submission will be rejected if it does not contain the purchase order number.)
5. Payment Terms
6. Vendor's Federal Identification Number or NJ Taxpayer Number (This is your vendor ID number assigned to you by NJ Division of Taxation.)
7. Description of goods or services in accordance with the Treasury contact or Purchase Order
8. Total amount billed
9. "Remit to Address" that agrees with your most recent W-9 submission to the Treasury Vendor Control Unit.

See attached example invoice showing the above requirements.

Please submit a sample of a current invoice to our Vendor Help at vendorhelp@dot.nj.gov . If your submitted invoice meets all the above requirements, you will be notified that it is approved by e-mail.

If you are unable to provide the required information on your submitted invoice, ***you must continue to prepare and submit the signed and dated State Payment voucher, along with your invoice.***

If you have any questions, please submit them through our Vendor Help Web Site at <http://www.state.nj.us/transportation/business/vendorhelp/formchoice.shtm> Click once on General Accounting Inquiry to submit your question.

INVOICE

Vendor Name

Street Address
 City, ST ZIP Code
 Phone (503) 555-0190 Fax (503) 555-0191

1. Vendors name and address

DATE:
INVOICE #

2. Invoice Date
 3. Payee Reference.

BILL TO:

NJDOT
 Street Address
 City, ST ZIP Code
 Phone

PO NUMBER
PAYMENT TERMS
FIN

4. Purchase Order Number
 5. Payment Terms
 6. Federal Identification Number

DESCRIPTION	HOURS	RATE	AMOUNT
7. Description of Goods or Services			\$ -
		SUBTOTAL	\$ -
		TAX RATE	
		SALES TAX	-
		OTHER	
		TOTAL	\$ -

Note Regarding Purchase Order Number:
 You must include the correct purchase order number related to this purchase. A correct purchase order number is a seven digit number without a dash "-". An example of a correct purchase order number would be 7342466. An example of an incorrect purchase order number (aka, Reference number) would be 12-12032.

Note Regarding Payee Reference:
 Payee Reference is important. This information is placed on the check that is sent to the vendor and then enables the vendor to match payables to receivables. The Vendor must be sure to place the correct Payee Reference number and their invoices.

8. Total Amount Billed

Make all checks payable to (Remit Address) : **Company Name**
Company Address

9. Remit Address: must equal the address on the Treasury Vendor File.

THANK YOU FOR YOUR BUSINESS!

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Department of the Treasury
Use of the State of New Jersey Payment Voucher
by State Agencies

NO: 98-17-OMB

ORIGINATING AGENCY: Office of Management and Budget

EFF DATE: 6/18/98

EXP DATE: Indefinite

SUBJECT: Use of the State of New Jersey Payment Voucher by State Agencies

ATTENTION: Directors of Administration and Chief Fiscal Officers

FOR INFORMATION CONTACT: Betty Jane Eddowes

PHONE: (609) 292-5040

I. State Vouchers

The State of New Jersey functions as a business concern as well as government entity. Part of the business functions center on the timely and efficient payment process to vendors for goods and/or services received. Depending on the type of payment, a payment may be processed and approved at the agency or require an approval by the Office of Management and Budget. Agency approvals can be further decentralized or centralized at the discretion of each agency.

II. Requirements

Historically, vendors have been required to submit a State of New Jersey Payment Voucher (Vendor Invoice) as a claim for payment. State vouchers provided a standardized form for recording all pertinent financial information and required signatures. Vendors often submitted their company invoice or billing statement along with the State of New Jersey Payment Voucher.

Effective with this circular letter, the Office of Management and Budget will no longer require a State of New Jersey Payment Voucher for claims that require approval by the Office of Management and Budget. Claims for payment that are processed and approved at the agency level can, at the discretion of the agency, be made without the submission of a State of New Jersey Payment Voucher by the vendor.

Where agencies elect to waive the requirement of the Payment Voucher, they are reminded that adequate documentation must support payment transactions. The vendor's claim for payment must include the vendor's name, address, invoice date, description of goods or services, payment terms (if other than net 30 days) and total amount. To facilitate processing, vendors should also be instructed to provide purchase order number where applicable, federal identification number and payee reference information, if available. If this information is not provided by the vendor, the State agency must record it on the supporting documentation.

For those vendors who do not possess formal invoice forms which contain the required information, the State of New Jersey Payment Voucher can be used.

Agencies must continue to include both certification to the receipt of goods or services and the authorization of the fiscal officer. The agency must have sufficient supporting documentation, such as the vendor's invoice and agency receiving report, to substantiate purchase and delivery. The pertinent financial information, proper authorizations, and transaction document identification number must be clearly identifiable on the documents for audit purposes. Documents submitted to the Office of Management and Budget that do not meet these requirements will be rejected and returned to the agency.

Discontinuance of the use of the State of New Jersey Payment Voucher does not relieve the agency of responsibility for ensuring that adequate procedures and internal controls are in place so that only properly authorized payments are made.

Elizabeth L. Pugh, Director
Office of Management and Budget

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Summary of Vendor Requirements:

1. Vendor's name and address
2. Invoice Date
3. Payee Reference Information
4. Purchase Order Number
5. Payment Terms
6. Federal Identification Number
7. Description of goods or services
8. Total amount billed
9. Remit to Address must equal the address on the Treasury Vend File (W-9 Form)

Summary of Buyer/Receiver/AO Requirements:

1. Certification to the receipt of goods or services.
2. Properly completed receiving report with the pertinent financial information, proper authorizations, etc.