

PVQ Manual Payment Voucher Transmittal

Date Prepared : _____

Date Keyed _____

Prepared By: _____

Keyed By _____

Type Document: PVQ	Agency: _____	Batch Number: _____	
Transaction Code: PVQ	# of Docs: _____	Batch Total: _____	←

	Voucher Number (numerical order)	Vendor Number (11 digits)	Voucher Total
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			

Batch Total

***: Batch Number is your agency number and the last 3 digits of voucher 1.

***: Attach two adding machine tapes to back of transmittal --
 1 with voucherLine totals and 1 with Voucher totals.