

ACCOUNTING PROCEDURE

TOPIC: Section 9 - FMS Processing 1.1	EFFECTIVE DATE: 2/7/84
TITLE: Submission of Vouchers to Bureau of Fiscal Services	REVISION DATE: 12/2/11
AUTHORIZED BY: Amy McDowell, Deputy Director	PAGE 1 OF 2

POLICY

All voucher documents submitted to the Bureau of Fiscal Services (BFS) are required to be legible, written in ink or typed.

Delegated keyed vouchers are to be forwarded directly to the BFS Accounts Payable/Pre-audit Section. Exceptions to this general procedure are described below.

PROCEDURES

1. State Building Trust Fund Voucher--Appropriations 490 and 495

Approval to pay should appear on the invoice and is to be signed and dated by the appropriate institution personnel. If the purchase order number does not appear on the invoice, please write the purchase order number on the invoice.

Please submit all material to the BFS Capital Projects Coordinator, Accounts Payable/Pre-audit Section.

2. Refund of Revenue Vouchers

On certain occasions, we may have to return collected money to a person or entity from whom we initially received it.

- a) Prepare a Refund Request (F-80391). Include the accounting string for the refund in the Refund Justification section. Only the original form F-80391 should be sent to BFS.
- b) Prepare a Check Distribution/Attachments Form (F-80188), to provide correct addressing information for the refund.
- c) Submit the Refund Request, Check Distribution/Attachments Form and any other items to be attached to the check to the BFS Accounts Payable Refund Request Processor.
- d) If the transaction requires next day check processing, please see [Cash and Cash Equivalents 4.0](#) (Rush Checks)

3. Vouchers with Discounts to be Earned for Prompt Payment

- a) Institutions are to utilize their contingent funds to the maximum to take advantage of all discounts offered.
- b) In the event the contingent fund cannot be used and the discount earned exceeds the added processing costs incurred (approximately \$10.00), the documents should be processed as a next day check,

following the procedures in [Cash and Cash Equivalents 4.0](#) (Rush Checks)

FORMS

1. Refund Request (F-80391)
<http://dhsweb.dhs.wistate.us/forms/F8/F80391.doc>
2. Check Distribution/Attachments (F-80188)
<http://www.dhs.wisconsin.gov/forms/F8/F80188.doc>

REFERENCES

[DHS APP CASH AND CASH EQUIVALENTS 4.0](#) (Rush Checks)
[DHS APP TRAVEL 6.1](#) (Travel Advances)

CONTACTS

Section Chief, APPA

BFS Capital Projects Coordinator

BFS Accounts Payable Refund Request Processor

BFS Lead Accountants