

INSTRUCTIONS FOR COMPLETING THE A-19 VOUCHER FORM

- Number 1 These numbers will be pre-filled by Commerce
- Number 2 Grantee's name and address, and Statewide Vendor number (SWV) will be pre-filled by Commerce
- Number 3 Obtain original signature of the individual authorized to sign vouchers.
- Number 4 Type local official's title and date of signing
- Number 5 Type in this payment request's reporting period
- Number 6 This number will be pre-filled by Commerce
- Number 7 The budget code & description will be pre-filled by Commerce
- Number 8 The total grant award will be pre-filled by Commerce
- Number 9 Type in the total amount of ALL previous requests for this line of the budget (activity).
- Number 10 Type in the amount of this request
- Number 11 Type in the remaining amount for this budget/activity. Subtract #9 & #10 from #8.
- Number 12 If applicable, type in Program Income description earned since last request. Enter the amount as a negative amount in the "amount this invoice" column.
- Number 13 Type in the total amount requested from all budget/activities