## Invoice Voucher A19-1A Instructions

1. **Vendor or Claimant** – Enter the name and address of the organization or person to whom payment is to be made. The agency will use the information provided to prepare the warrant.
2. **Vendor’s Certificate** – The organization representative or person requesting reimbursement must sign the A19-1A in ink. The person signing must include their position title and date of signing. The Vendor’s Certificate indicates that they have provided the services in the amount invoiced.
3. **Federal ID Number or Social Security Number** – Enter the organization or the person’s federal identification number. If the vendor or claimant is an individual rather than a company, it may be their social security number.
4. **Description** – Enter a description of the billable item(s). Enter the month and other pertinent information that describes the reimbursement.
5. **Amount** – Enter the amount billable to the agency for any goods or services.