Decision Matrix: Vouchers for Contract Payment
Supplemental Documentation and Goods Receipt Date

Voucher for Contract Payment

- Is the contractor an individual?
  - Yes: Attach the Worker Classification Checklist to the voucher
  - No: Is the contract on a PO?
    - No: Attach the full contract document to the voucher
    - Yes: Service provided outside of the contract timeline?
      - Yes: Must have a MAPP exception attached
      - No: Contract to provide services on a single date?
        - Yes: Goods receipt date should be the date the services were provided
        - No: Contract must be to provide services on multiple dates

- Invoice covers the full duration of the contract?
  - Yes: The goods receipt date should be the expiration date of the contract
  - No: Goods receipt date should be the last date of the time period that the services listed on the invoice covered

Supplemental Documentation and Goods Receipt Date Identified