AC92 (Rev. 6/94	) State				TINO							
	Of			<b>VOUC</b>	-	R		Vou	cher Number			
①Originating A Education	gency (limit to 30 spaces) Department			Orig. Agency Code In 11000			Interest Eligible (Y/N)		②P-Contract			
* Payee 10 I		Liability Date (MM/DD/YY)										
③Payee ID		Additional	Zip Code	Route	Payee	e Amount			MIR Date (MM/DD/YY)			
④Payee Name	IRS Co	ode	IRS Am	ount								
Payee Name (li	mit to 30 spaces)				Stat. T	Statistic	Ind	licator-Dept.	Indicator-Statewide			
Address (limit to	30 spaces)		ef/Inv. No. (Limit to 20 spaces)									
Address (limit to	o 30 spaces)		Ref/Inv	Ref/Inv. Date (MM/DD/YY)								
City (Limit to 20	spaces) (Limit to 2 spaces)	Zip Code										
<sup>6</sup> Purchase Order No. and Date	If items are			into the block below	,	Quantity		Jnit	Price	Amount		
	2023 IB Exams											
	Registration fee	e will not be	covered fo									
	Exams					ea	ich	\$114.00				
	Approved											
	Approved							1				

I certify th		s just, true		rect; that no part t at taxes from whic			except as stated and that are excluded.	at			Tota	l		
$\rightarrow$ –		Discount %												
	Pa	ayee's Sigr	nature ir	n Ink			Title							
	Date		-	Name of Company							Net			
				FOR AGENC	Y USE	ONLY				STAT	TE COMPTROL	LER'	S PRE-Al	JDIT
Merchanc	lise Received			voucher is correct ished are for use i		Verified	CERTIFIED FOR PAYMENT OF TOTAL AMOUNT							
Page No.			Authorized Signature in Ink								Audited			
	Ву		Date			Title					ecial Approval s Required)			
				Expenditu	ire						Liquidatior	۱		
Dept	Cost Center C Cost Center Unit	Code Var Yr Object		Accum Dept Statewide		Amount		Orig. Agency		PO/Contract		Line	F/P	

#### INSTRUCTIONS TO SCHOOLS PREPARING VOUCHERS

The numbered paragraphs below refer to the numbered blocks on the face of this form, which are to be completed.

Notice to vendors (schools or districts): Do not complete any blocks other than the following.

# NOTE: TO AVOID PROBLEMS WITH IRS, FOLLOW INSTRUCTIONS FOR BLOCKS 3 AND 4 CAREFULLY.

# \* Please include your district's 10 digit Vendor ID number.

If you do not know your district's Vendor ID number, contact your business office.

#### 3. Payee I.D./Additional/Zip Code:

Enter your Federal Employer Identification Number (EIN). Do not use hyphens or spaces.

If you were assigned a Payee Additional Code by New York State, enter this in the box marked 'Additional'. Enter your nine position 'Zip+4' in the adjacent block <u>only</u> if you have been assigned an Additional Code.

#### 4. Payee Name and Address:

Corporations, partnerships and tax exempt organizations should enter the name of the entity (exactly as registered with the Federal government) that corresponds to the EIN entered in Block 3.

Enter your proper mailing address conforming to U.S. Postal Standards. Include either your five-position zip code or your Zip+4 in your address.

#### 5. Ref./Inv. No.:

Enter a reference number, invoice number, or other information. This information WILL APPEAR ON THE CHECK STUB and will identify the payment. Do not exceed 20 characters including letters, numbers, spaces, commas, etc. The check stub issued to you will contain the information you furnished in this block, and may be compared to this copy of the voucher, which you will detach and keep. Enter the corresponding reference/invoice date in the block below the Ref./Inv. No. block.

#### 6. Description of Material/Service:

Enter the total number of exams for eligible students in the "Quantity" column. Calculate the total amount (total # of exams @ \$114 per exam) and record the total amount in both the "Amount" and "Total" columns.

## 7. Payee Certification:

Sign and clearly indicate the title of the person signing for the payee, e.g., sole owner, partner, treasurer, bookkeeper, billing clerk, etc.

The New York State Education Department will reimburse school districts in the order requests are received, until all funding is exhausted. Mail completed NYS Standard Voucher, 2023 Supplemental Roster, and a receipt from the IBO (summary only) by December 31, 2023 to:

## Sha-Rae Ketchmore

IB Voucher Program NYS Education Department 89 Washington Ave., Room 860 EBA Albany, NY 12234