

4. PROCURING AND PRINTING (PAPER VOUCHERS ONLY)

If cash or electronic vouchers are not an option, CPs may need to develop and print vouchers that are unique for the project. In brief; a voucher should not be easy to replicate, the denominations should be chosen to facilitate the objective of the project (smaller denominations offer more choice, but are also more work to manage), vouchers should have a unique number so that voucher and beneficiary can be linked to a purchase. In the following links there are some examples of vouchers used in the past – [Iraq Voucher](#); [Philippines Haiyan Voucher](#).

This section below describes the process of voucher procurement and printing, which generally follows regular procurement guidance.

1. Project staff initiates the process by raising a Request for Goods/Services (RFG/RFS) using a [Purchase Requisition Form \(PRF\)](#) outlining the key information for printing the vouchers, particularly the number of vouchers per denomination (or type for commodity vouchers), the total number of vouchers, and the composition of one booklet of vouchers. The request should also clarify what security measures are included on the voucher such as booklet and voucher numbers, color of the vouchers, type of paper and other special features.
2. [Authorizing Official](#)¹ reviews purchase request and budget/DSPN impact then approves.

In emergency situations, the Country Program can request “[Local Purchase Approval Waiver](#)” allowing the CP to procure over 5,000 USD locally without Global Procurement Approval.

3. The Procurement Official initiates the procurement process in line with the [CRS Procurement Manual](#). (request quotations, bid committee, [purchase order](#) /contract) To ensure the quality of the vouchers meet CRS requirements it is advisable to have the vendor print a sample before finalizing the Purchase Order. When giving the PO it is good to consider safe storage options in the office. It might be good to order the vouchers in batches so that safe storage in the office can be guaranteed.

The **CRS HQ printing department** is also able to print vouchers. In some cases ordering through HQ might be quicker and even cheaper than ordering in-country. The CP can request quotes from the CRS printing department.

4. The printer prints the vouchers in accordance with PO/Contract timeline and delivers to CRS. Printer should pack the vouchers so as to facilitate their counting. Printer adds waybill/delivery note and invoice.
5. Vouchers are received by the a designated logistics or administration staff (other than procurement official or requesting project staff) The receiving staff compares the supplier’s “Delivery Note” or “Waybill”, and the supplier’s “Invoice” against the copy of the PO. The

¹ Authorizing official depends on value of PRF: <\$5K level 1, \$5-\$25k 2 approvals of which 1 is level 2, > \$25k CR

requesting program staff should verify the quality of the vouchers delivered to ensure they meet the quality standards requested.

6. The logistics/admin staff should verify all packages of vouchers and make sure all single vouchers and booklets are numbered and contain the right number and value of vouchers (often this is a lot of work and a team of people needs to be assigned to do this).
7. The logistics/admin staff receiving the vouchers should sign the [Goods Received Note \(GRN\)](#) stating the number of vouchers received. Any discrepancies are mentioned to the procurement officer for follow up with the vendor.
8. The logistics/admin staff sends one copy of the GRN to procurement and informs the requesting program staff.
9. The logistics/admin staff hands over the vouchers to the Voucher Custodian to be placed in the safe.

<p>A Voucher Custodian can be an appointed staff member from the Country Program. To segregate duties this would have to be a staff member who is not involved in the voucher program or in finance. One option could be to make the petty cash custodian the voucher custodian.</p>
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See also [Flowchart 2, Handling Vouchers/Debit Cards](#)