

## Instructions for Service Voucher Form BF103

The Service Voucher form is to be completed by contractors/vendors who are requesting payment for services performed on behalf of the Third Judicial Circuit of Michigan either by an existing contract, court order or attorney appointment. The form is a fillable form that can be obtained on the Court's website. ***This form is not required if submitting an invoice for services rendered or court order for payment of extraordinary fees above the Court's fee schedule.***

The Service Voucher form must be completed online as indicated below and not handwritten.

- 1) Please provide your name, current mailing address, telephone number, last four digits of your EIN or social security number or indicate ***"on file"*** if you are currently in the County's payables system. Also, indicate an invoice and/or court case number if applicable. Select the Division or Department for which the services were performed from the drop down list. **Submit one request per division.**
- 2) **Type of Services:** Check one that applies.
  - Personal Service/Contractor
  - Court Reporter - Transcripts
  - Per Diem Reporter - Transcripts
  - Language Interpreting Services
  - Attorney House Counsel
- 3) **Date of Service:** Indicate the date(s) that services were rendered on each line. **This does not apply to Court Officers.** Court Officers must indicate dates of service in the description field (i.e., 1/1/19 -1/14/19).
- 4) **Description of Services:** Provide a brief description of services rendered (i.e. language interpreting services, provided transcripts, served as per diem reporter, consulting services, etc.). Attach supporting documentation (i.e. court order of appointment, attendance verification, timesheets, service reports, etc.)
- 5) **Number of Hours/Quantity/Units:** Enter numeric values only (i.e. number of hours worked or days, number of transcript pages, number of evaluations, number of cases, etc.)
- 6) **Hourly/Quantity/Unit Rate:** Enter dollar value only (i.e. hourly rate, daily rate, per page rate, flat rate for evaluations, etc.) in accordance with the current fee schedule or contractual rate.
- 7) **Total Amount to be Paid:** The amount calculated based on values entered in Number of Hours/Quantity/Units and Hourly/Quantity/Unit Rate. The form is designed to automatically calculate the amount to be paid.
- 8) **Contractual Payment:** If the payment request is per an existing contractual agreement, then check the box for "yes" and indicate the contract expiration date. If not, check the box for "no".
- 9) **Approval Process:** Print the form, sign and date, submit to the supervisor/manager responsible for approving your request. ***This does not apply to expert witnesses and private investigators paid in accordance to MIDC policies.***

The box for Budget and Finance should be left blank.

All approved service voucher request forms and documentation must be received in the Accounts Payable Unit at the end of business every Monday to be processed for payment in time for the County's bi-weekly check runs. The vendor payment and check run schedule for the Court and County can be obtained by clicking on <http://www.3rdcc.org/administration/budget-finance/forms> . **Please note that any incomplete forms will be rejected for processing and returned to the requestor for correction/completion.**