

MBE Vouchers

The MBE card is like a credit card. There are three types of cards:

- 1) Plastic 'GOLD' ID card with MBE logo;
- 2) Plastic white card with MBE logo;
- 3) Temporary ID card, usually laminated in plastic, with MBE logo.

WHEN YOU ARE THE SELLER:

- 1) Check the expiration date on the card.
- 2) Complete an MBE 3-part voucher with the following information:
 - 1) Date of transaction
 - 2) Buyer ID number and Name from the ID card
 - 3) Your seller ID Number and Name
 - 4) TRADE amount of purchase NOT INCLUDING SALES TAX OR TIPS
 - 5) Signature of Buyer
- 3) Collect sales tax in cash.
- Give the PINK copy of the voucher to the buyer. SELLER should send WHITE copies of vouchers to MBE within 7 days. Retain the yellow copy to reconcile with your monthly MBE statement.
- 5) When you need more vouchers, call 269-344-8800 or fax 269-344-8522.

WHEN YOU ARE THE BUYER:

- 1) Check your directory or call MBE to find an item you wish to purchase.
- 2) Call or visit the MBE Client. Identify yourself as a fellow MBE member. Make sure you understand and agree with the terms of the transaction.
- 3) Be sure you have cash for tax and tips. 15-20% gratuity is customary for restaurant, limousines, hair dressers, etc.
- 4) Sign the voucher with the date, Trade Amount (excluding tax and tips), and the Buyer and Seller clearly indicated,
- 5) Retain the pink copy of the voucher to reconcile with your statement.
- 6) Review your statement and report any errors to MBE within 30 days.

Buyer #:	INVENTORY #	QTY.	DESCRIPTION	COST	AMOUN
Buyer Name:					
Seller #:					
Seller Name:					
	the amount of t	By signing, Buyer acknowledges receipt of goods and/or services in the amount of the total shown herein, and agrees to pay according to the terms of the MBE Contract or any subsequent amendments.			
MBE			· · ·	SALE	S TAX IN CASH