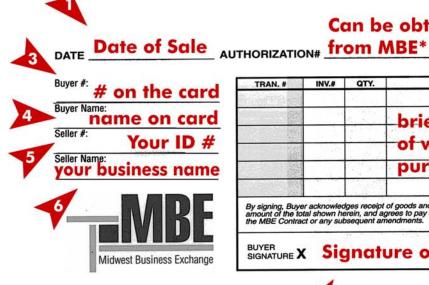
## Filling Out an MBE Voucher Midwest Business Exchange



make sure the date on the card is valid

When filling out an MBE voucher, be sure to include the following information to ensure that you are credited properly.



Can be obtained

INTERNAL TRANSACTION

TRAN.#	INV.#	QTY.	DESCRIPTION	COST	AMOUNT
	54		brief description		
			of what was	7	
100	-1				
			purchased		
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.				TRADE P	pre-tax
BUYER SIGNATURE X Signature of buyer				SALES TAX	
				sales tax	



(collected in cash at POS)

1. Date of Sale: This is the date that the transaction took place.

2. Authorization: These are necessary for non-restaurant purchases over \$50.00 only

This is the number on the card. If the buyer has no card, MBE must be 3. Buyer #:

notified before completing the sale. If you run a transaction without

a valid ID, you run the risk of not being credited for the sale.

This can be obtained on the card that must be presented. 4. Buyer Name:

5. Seller ID: This is YOUR MBE number. Ask your manager if you are unsure.

6. Seller Name: This is YOUR business name.

7. Description: This is where you put a brief rundown of what was bought. You don't need

to be extremely specific, however it should be specific enough to "ring a bell"

8. Trade Total: This is the amount that will be credited to your account. This is the total amount

of the purchase BEFORE tax.

9. Sales Tax: This is where the sales tax is recorded.

SALES TAX IS COLLECTED BY THE SELLER AT THE POINT OF SALE.

Please have the purchaser sign this section. MBE vouchers require the 10. Signature:

signature of the buyer in order to be valid.

## After the Sale:

Give the PINK COPY to the Buyer

Keep the YELLOW COPY for YOUR records

Send the WHITE COPY to MBE

Questions?:

Call us at (269)344-8800