

Filling Out AN MBE VOUCHER



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.

1 DATE **Date of Sale** AUTHORIZATION# **2** **Can be obtained from MBE***

3 Buyer #: **# on the card**

4 Buyer Name: **name on card**

5 Seller #: **Your ID #**

6 Seller Name: **your business name**

TRAN. #	INV.#	QTY.	DESCRIPTION	COST	AMOUNT
			7 brief description of what was purchased		
<small>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.</small>				TRADE TOTAL	8 pre-tax amount
BUYER SIGNATURE X 10 Signature of buyer				SALES TAX 9 sales tax	

8 **pre-tax amount**

9 **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
- 3. Buyer #:** This is the number on the card. If the buyer has no card, MBE must be 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.
- 4. Buyer Name:** This can be obtained on the card that must be presented.
- 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.
- 10. Signature:** Please have the purchaser sign this section. MBE vouchers require the 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**