

PLEASE READ ALL INSTRUCTIONS BEFORE DOWNLOADING AND COMPLETING THE VOUCHER.

CST CONTRACTORS: YOUR VOUCHER WILL BE VERIFIED TO THE EVENTS/REPORTS THAT ARE DOCUMENTED IN REALTIME. ONLY THE SERVICES VERIFIED BY REPORTS IN REALTIME WILL BE PAID. NO EXCEPTIONS!

THERAPISTS/CFY SUPERVISORS: TIME LOGS FOR SERVICES/SUPERVISION BACK UP MUST BE ATTACHED TO EMAIL WITH MONTHLY VOUCHER.

1) You will only be able to enter data into specific fields. Must be completed electronically. No handwritten vouchers accepted.

2) **Rename and save the file.** "File/Save As" and use the following convention for the month you are submitting.

Voucher_YYYY_MM_Your First Name_Your Last Name

Example: Voucher_2022_09_Jane_Jones

3) The payment cycle is for one calendar month. Your voucher must be submitted by the 2nd of the following month. For example September 1 through 30 with submission by October 2nd. **ONLY SUBMIT ONE (1) VOUCHER PER MONTH.**

4) If you forget to include a service, you can add it to the next month's voucher.

DATA ENTRY

1) Go to the tab marked "Voucher"

2) In cell A1, enter your name and your certificated discipline.

3) In cell A2, enter the month and year in numeric format for which you are submitting the voucher. Example: For September 2022, enter 9/22.

4) In column **A-Date of Service:** Enter the date of service/event in numeric format using the following convention: m/d/yy. Example: For September 15, 2022, enter 9/15/22

5) In column **B**, enter student name, and in column C, enter the school name.

6) In column **D-Service**: Select the service you performed from the drop-down menu. Fixed price services will autopopulate the rate. If the service is paid hourly, column **E-QTY** will allow you to enter the number of hours. Use quarter hour increments. Example: .25, .50, .75, 1.00, 1.25, etc.

7) Email your completed voucher by the 2nd of the month following to:
cstvoucher@camdenesc.org

Do not include additional communication in your email. Email Deb or Betsy directly for specifics.

ATTESTATION

BY SUBMITTING THIS FILE TO THE CCESC, YOU ARE ATTESTING TO

- 1) COMPLIANCE WITH ALL OF THE TERMS AND CONDITIONS OF YOUR CONTRACT WITH THE CCESC,
- 2) THE WORK PERFORMED WAS IN ACCORDANCE WITH THE REQUEST FOR SERVICE(S),
- 3) YOUR PROFESSIONAL CERTIFICATION IS IN GOOD STANDING,
- 4) YOUR SUBMISSION SERVES AS A DIGITAL EQUIVALENT OF YOUR SIGNATURE.

PAYMENT

Services will be verified by CCESC. Only verified services will be paid.

Unverified services can be placed on the following month's invoice once back up documentation or upload into Realtime is completed

Monthly voucher is Board approved and paid after the following month's meeting.

Example: September voucher submitted by October 2nd will be approved at the November board meeting