



**WorkFirst**

**Dear Vendor:**

Thank you for conducting business with the Employment Security Department (ESD) and assisting job-seeking parents.

We want to ensure you receive timely payments and that you understand the payment process.

The job seeker will provide you with an original **Purchase Authorization Invoice Voucher**.

In order for the voucher to be negotiable it must:

- Be embossed with the seal of the State of Washington.
- Be signed and dated by an ESD Counselor and the job seeker.

After the individual receives the goods or service:

- They sign the voucher verifying they received the goods or service.

You, as the vendor (or your representative):

- Sign your name, list your title, and fill in the dates at the bottom of the voucher.
- Return the original voucher with an original sales receipt to the local office listed on the voucher.

**Important: the voucher must be embossed or you will not receive payment.**

All costs above the authorized amount are the job seeker's responsibility. ESD cannot cover any unauthorized costs. Do not refund any monies to the individual. Contact ESD at the WorkSource office that authorized the voucher.

To receive timely payment, please submit all vouchers as quickly as possible. Submit vouchers issued during the program year (July 1 through June 30) no later than July 15 the following year.

Thank you for your assistance.