



Supplier Information Sheet

Security Enhanced Food/Sundry Voucher

The Ministry of Housing and Social Development (MHSD) Food and Sundries Vouchers are issued in denominations of \$5 and \$10 and now have additional security features. All sections of the vouchers must be completed to be valid.

The security features are:

- red and blue fibres, and
- a watermark mark in the form of a chain link

The MHSD Food/Sundry Voucher Program authorizes the person named on the voucher to present it in exchange for food and sundries. Please note that the voucher states **“for food and sundries only – no prescriptions or alcohol.”**

Customers will bring in voucher amounts ranging from \$5 to \$100. If the amount is in excess of \$100 it should be verified by the worker with a note. Please compare the signature on the voucher with that of the till tape.

As the supplier, you can file for reimbursement of the vouchers by submitting documents to:

**MINISTRY OF HOUSING AND SOCIAL DEVELOPMENT
FINANCIAL DIVISION
P. O. BOX 5051 STN. MAIN
VANCOUVER, BC V6B 4A9**

Questions regarding your billing or payment can be directed to Financial Operations at the above address or by calling: **604 660-1180**. If you require additional information, please call **[completed by region]**

Payments are processed by the ministry once all of the following are received:

- Statement or Invoice (summary of all vouchers being claimed)
- Original voucher. In circumstances where communication by fax between MEIA office and supplier is necessary, the supplier may submit a faxed copy in place of original
- A printout from the cash register that shows the amount of the purchase. This must be attached to the corresponding voucher

Please note that if the full amount of the voucher(s) is not spent, the difference must not be given to the voucher holder. Please ensure the voucher holder signs the cash register receipt. If the full amount of the voucher was not used, the statement or invoice must reflect the amount spent by the customer. Any portion of the invoice exceeding the voucher amount will not be reimbursed. Therefore, the total of the invoice should be equal to the total of the cash register receipts; supported by the original voucher.

Reimbursement of vouchers will be made upon receipt of an invoice or statement supported by requested documentation. Once the invoice has been entered into the system by Financial Operations, a payment will be generated and mailed out within 21 days.