



*The Society of St. Vincent de Paul*  
*of Contra Costa County*

## **INSTRUCTIONS TO WRITE A STORE VOUCHER**

1. Vouchers must be filled out completely! Conference members must sign (or initial) the voucher at the bottom of the document in the “necessity items only” section beneath the list of authorized items for the voucher. Conference members must also date the voucher.
2. Client must be able to show the same valid ID at the store that was noted on the voucher. Altered vouchers will not be accepted.
3. Complete the conference information on the top left of the voucher.
4. Write out a dollar amount or N/A (e.g., One hundred dollars) as well as a number \$100.00 unless it is for a change of clothes then N/A can be written in both sections.
5. Fill out Client information including ID information.
6. Fill out Vendor information SVdP Thrift Store or ST. Vincent de Paul Thrift Store. A specific store location does not need to be referenced but can be. Vouchers are valid at all stores, regardless.
7. Leave signature line blank. This is where the client will sign when they redeem the voucher.
8. Fill out the quantity and description (e.g., 2 - sets of clothes for two children). Clothing vouchers do not need a dollar amount, furniture, housewares, bedding etc. do.
9. Conference member should sign or initial below the last item at the bottom of the voucher.
10. Separate vouchers should be used for clothing versus other items (i.e., furniture, housewares).