PAYMENT APPROVAL FORM (STANDARD INVOICE)

REMIT FOR PAYMENT TO: (Name & Address where check is to be mailed.)

Vendor Name: _____ PO dated prior to purchase: _____

Address: _____ Confirmation ("OK to pay"): _____

City/State/Zip: _____

Contact Info.: _____

Please circle appropriate card used	Last 4 digits of credit card used
VISA or Mastercard	

WAS PURCHASE MADE BY USING THE BOARD CREDIT CARD?

Is this PO Order:

Complete, Incomplete(Back Orders) or An Annual PO	MUNIS PO#	Invoice #	Description	FUNDING SOURCE Org. Code	Obj. Code	Project Code	Unit Price	Amount
							TOTAL	**$0.00**

APPROVAL SIGNATURES FOR PAYMENT:

I certify that all goods and services have been received and/or services have been rendered.

X

PERSON(S) WHO COMPLETED THE ORIGINAL PURCHASE ORDER

X

BUILDING PRINCIPAL/SUPERVISOR/DESIGNEE

BOARD OFFICE USE ONLY

PO DATED PRIOR TO PURCHASE: _____ VENDOR NUMBER: _____

CONFIRMATION ('OK TO PAY'): _____ CHECK NUMBER: _____

CHECK DATE: _____

APPROVED FOR PAYMENT Total Amount Paid: **$0.00**

SIGNATURE: _____

Revised/Review 10/29/20