

## Vendors' Invoices

All vendors (except library) are instructed to send invoices to the attention of Accounts Payable. Accounts Payable staff will stamp the invoices and send them to the proper departments for account numbers and approval.

### When you receive a stamped invoice:

1. Fill in the account number(s) you which you wish to charge the purchase to. If there is more than one account number being charged, show the amount for each account number
2. Put your initials in the "Rec'd" box to show your approval.
3. Promptly return the invoice to the Business Office for payment.

Note: Request for Payment forms are NOT to be used when there is an invoice from the vendor.

Checks are issued each Friday. Invoices must be submitted to the Business Office with account numbers and approval by noon on Tuesday in order to have a check processed on Friday.

|                      |  |                |  |           |  |
|----------------------|--|----------------|--|-----------|--|
| Vendor #             |  |                |  | Sub Code  |  |
| Inv. #               |  |                |  |           |  |
| Inv. date            |  |                |  |           |  |
| Pay date             |  |                |  |           |  |
| Inv. total           |  | Disc           |  | 1099      |  |
| Address Code         |  |                |  |           |  |
| AmL                  |  | Disc           |  | 1099      |  |
| A/C #                |  |                |  | Proj Code |  |
| Amt.                 |  | Disc           |  | 1099      |  |
| A/C #                |  |                |  | Proj Code |  |
| Amt.                 |  | Disc           |  | 1099      |  |
| A/C #                |  |                |  | Proj Code |  |
| Desc.                |  |                |  |           |  |
| Clerical price/terms |  | Rec'd Approval |  |           |  |

Account # →

For Business Office Use only

← Initials