VOUCHERS PAYABLE

PAY TO: _____ VENDOR #: _____

_____

_____

_____

AMOUNT: $ _____ POSTING DATE: _____

DESCRIPTION: _____

_____

_____

ACCOUNT(S) TO BE CHARGED: # _____ $ _____

_____ _____

_____ _____

_____ _____

_____ _____

_____ _____

_____ _____

_____ _____

_____ _____

SPECIAL INSTRUCTIONS: _____

_____

_____

DISTRIBUTION OF CHECK: MAIL: ☐ HOLD AT CASHIERS FOR PICK-UP: ☐ DATE NEEDED: _____

REQUESTED BY: _____ DATE: _____

AUTHORIZED BY: _____ DATE: _____

PRINT ON LIGHT BLUE PAPER