

# Payment Authorization

I authorize the following expenditure:

Amount: \_\_\_\_\_

Invoice/Order # \_\_\_\_\_

Pay the Vendor: \_\_\_\_\_  
(mailing Address) \_\_\_\_\_

Reimburse (name) \_\_\_\_\_  
(mailing address): \_\_\_\_\_

Charged to: \_\_\_\_\_  
(Account number ) \_\_\_\_\_

\*NOTE – ALL requests MUST be accompanied by receipt (copy or original)

**Receipt** attached

Purchase/item description:  
\_\_\_\_\_

Date Purchased: \_\_\_\_\_

Which Team/budget line(s) – to be charged against:  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature – Team chair

\_\_\_\_\_  
Date

# Payment Authorization

I authorize the following expenditure:

Amount: \_\_\_\_\_

Invoice/Order # \_\_\_\_\_

Pay the Vendor: \_\_\_\_\_  
(mailing Address) \_\_\_\_\_

Reimburse (name) \_\_\_\_\_  
(mailing address): \_\_\_\_\_

Charged to: \_\_\_\_\_  
(Account number ) \_\_\_\_\_

\*NOTE – ALL requests MUST be accompanied by receipt (copy or original)

**Receipt** attached

Purchase/item description:  
\_\_\_\_\_

Date Purchased: \_\_\_\_\_

Which Team/budget line(s) – to be charged against:  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature – Team chair

\_\_\_\_\_  
Date