



MOLLOY COLLEGE PAYMENT AUTHORIZATION

Accounting Use only	
Voucher #	_____
Vendor #	_____

PLEASE PRINT CLEARLY

VENDOR NAME: _____

Purchase Order #	Invoice Number	Invoice Date	Amount	General Ledger Account Number				Description	Date Goods Rec'd
TOTAL									

*** Please note that if a Purchase Order has been obtained for this order, it must be referenced in the Purchase Order # field.

APPROVED BY: _____

APPROVED BY: _____

SPECIAL INSTRUCTIONS: _____

ACCOUNTING USE ONLY		
Received Stamp		Paid Stamp
	Reviewed by: _____	
	Check #: _____	
awb72811		