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: _____ **DATE:** _____

APPROVED BY: _____ **DATE:** _____

APPROVED BY: _____ **DATE:** _____

SPECIAL INSTRUCTIONS: _____

ACCOUNTING USE ONLY		
Received Stamp		**Paid Stamp**
	Reviewed by:	
	Check #	
	REV. 8-6-15	