MOLLOY UNIVERSITY
PAYMENT AUTHORIZATION

MOLLOY UNIVERSITY

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(Please Sign and Print): _____ **DATE:** _____

APPROVED BY(Please Sign and Print): _____ **DATE:** _____

APPROVED BY(Please Sign and Print): _____ **DATE:** _____

SPECIAL INSTRUCTIONS: _____

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