

## PAYMENT APRON

<u>VENDOR #</u>	<u>PO #</u>	ACCT # / LINE #	AMOUNT	<b>Please include the following:</b>
				<b>Account Number</b>
<u>MANAGER</u>	<u>ACCOUNTING APPROVAL</u>			<b>Brief Explanation of Expense</b>
				<b>Received by Signature</b>
<u>ADV #</u>	<u>ENTERED</u>			<b>Initials of Authorized Signer</b>
				<b>Highlight Invoice and Date</b>
<u>CHECK #</u>	<u>CHECK DATE</u>			<b>Write Amount of Payment</b>
				<b>For items tagged include fixed asset sheet</b>

12/06

Description (keep it short) \_\_\_\_\_

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