

**Williams College - Controller's Office  
Invoice Payment Authorization Form**

**Helen's Place, Inc.**  
60 Spring Street  
Williamstown, MA 01267

- To be used **ONLY** when requesting payment for multiple invoices issued by **Helen's Place, Inc.** that are to be **paid from the same PeopleSoft Account Number.**
- You may record a maximum of 16 separate invoices on this form.

<b>PS Account</b> (6)	<b>Fund</b> (3)	<b>Dept ID</b> (7)	<b>Project/Grant</b> (6)
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Description: (max. 30 characters) Appears on financial reports, not on check stub

<u>Invoice Number</u>	<u>Invoice Date</u> (mm/dd/yy)	<u>Amount</u>	<u>Invoice Number</u>	<u>Invoice Date</u> (mm/dd/yy)	<u>Amount</u>
1			9		
2			10		
3			11		
4			12		
5			13		
6			14		
7			15		
8			16		

**Prepared By:**(type/print)  
**Signature:**\_\_\_\_\_

**Authorized By:**(type/print)  
**Signature:**\_\_\_\_\_