

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

**When and How to use this form:**

- To be used **ONLY** when attached to an invoice
- Submit one form per invoice
- Do **NOT** attach more than one invoice to this form

<b>PS Account</b>	<b>Fund</b>	<b>Dept ID</b>	<b>Project/Grant</b>	<b>Amount</b>
(6)	(3)	(7)	(6)	(insert a decimal)

Description: (max. 30 characters) Appears on financial reports, not on check stub

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**Grand Total**

**Prepared By:**(please type/print)

**Signature:**

**Authorized By:**(please type/print)

**Signature:**