

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

McClelland's Office Products

36 Spring Street
 PO Box 485
 Williamstown, MA 01267

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

PS Account
(6)

Fund
(3)

Dept ID
(7)

Project/Grant
(6)

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:_____