

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

Clear 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

PS Account (6)	Fund (3)	Dept ID (7)	Project/Grant (6)	Amount (insert a decimal)
<input type="text"/>	<input type="text" value="400"/>	<input type="text" value="9000000"/>	<input type="text"/>	<input type="text"/>

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

PS Account (6)	Fund (3)	Dept ID (7)	Project/Grant (6)	Amount (insert a decimal)
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

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

PS Account (6)	Fund (3)	Dept ID (7)	Project/Grant (6)	Amount (insert a decimal)
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

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

PS Account (6)	Fund (3)	Dept ID (7)	Project/Grant (6)	Amount (insert a decimal)
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

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

Grand Total

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

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