

### ACCOUNTS PAYABLE VOUCHER

**PORTER TOWNSHIP SCHOOL CORP. • 248 S. 500 W. • VALPARAISO, INDIANA 46383**

An invoice or bill to be properly itemized must show: kind of service, where performed, dates service rendered, by whom, rates per day, number of hours, rate per hour, number of units, price per unit, etc.

Payee \_\_\_\_\_

Purchase Order No. \_\_\_\_\_

Terms \_\_\_\_\_

Date Due \_\_\_\_\_

Invoice Date	Invoice Number	Description (or note attached invoice(s) or bill(s))	Amount
<b>Total</b>			

I hereby certify that the attached invoice(s), or bill(s), is (are) true and correct and that the materials or services itemized thereon for which charge is made were ordered and received except \_\_\_\_\_

Date \_\_\_\_\_ 20 \_\_\_\_

Signature \_\_\_\_\_

Title \_\_\_\_\_

I hereby certify that the attached invoice(s), or bill(s), is (are) true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Date \_\_\_\_\_ 20 \_\_\_\_

  
Kathleen B. Smith  
Treasurer

Treasurer

PAYEE

Charge These Appropriation

Account Number	Account Name	Amount
<b>Total</b>		

We have examined the invoice(s) or bill(s) attached and are approving such invoices(s), bill(s) in the amount of

\$ \_\_\_\_\_

APPROVED \_\_\_\_\_ 20 \_\_\_\_