Vendor Name: _____

Invoice Number: _____

Entity Name: _____

Expense Category: (pick from drop down list)	Amount:	Purpose/Explanation of Expense:	Account Code
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
Total Amount _____	_____	_____	_____

SOM Approval: _____ Date: _____

Principal Approval(>$500): _____ Date: _____

Senior Accountant Approval(>$1000): _____ Date: _____

Chief Operations Officer Approval (>$2500): _____ Date: _____

Executive Director Approval(>$5,000): _____ Date: _____

Board Chair Approval (>$10,000): _____ Date: _____

Invoice Approval Form Instructions

1 Enter the vendor name as it appears on the invoice.

2 Enter the invoice number as it appears on the invoice.

3 Select the entity/school from the pull down menu.

4 Using the pull down menu, select the expense category that best matches the description of the product/service.

5 In the 'Amount' field, enter the amount as it appears on the invoice.

6 In the 'Purpose/Explanation of Expense' field, enter the purpose/description of the expense.

   Note: Column G will automatically fill itself - please do not enter information in this column.

7 Staple the <u>original invoice</u> to the form.

8 Approvals may be obtained via email, printed, and attached to the approval form.

9 Submit the approval form, with original invoice and approvals (if necessary) attached, to the AP department. Invoices for the previous month are due on the 15th day of the current month.

10 Must have all approvals needed according to the AP Thresholds before payment can be made.

11 Payments will be mailed within 10 days of receipt if all approvals are submitted with invoice.