Prescribed by State Board of Accounts

School Form No. 523 (Rev. 1995)

ACCOUNTS PAYABLE VOUCHER

HANOVER COMMUNITY SCHOOL CORPORATION, P.O. BOX 645, CEDAR LAKE, INDIANA 46303

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
		Total	

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 ____

_____ Treasurer

VOUCHER NO. _____ WARRANT NO. _____

Charge These Appropriation

Account Number	Account Name	Amount
	Total	

_____

PAYEE

_____

_____

_____

_____

_____

_____

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

$ _____

APPROVED _____ 20 ____

_____

_____

_____

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_____

BOARD OF SCHOOL TRUSTEES

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