

# BELLEFONTAINE CITY SCHOOLS

## INVOICE PAYMENT APPROVAL

Please attach all documentation (invoices, packing slips, receipts, etc) with a paper clip.

Vendor \_\_\_\_\_ Purchase Order # \_\_\_\_\_

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### Payments to fill and CLOSE a purchase order

All goods and/or services for the above purchase order have been received and the invoice(s) and amount(s) below are approved for payment and the purchase order can be CLOSED:

1. Invoice Total \$ _____	2. Invoice Total \$ _____
3. Invoice Total \$ _____	4. Invoice Total \$ _____

Please attach an additional sheet if there are more invoices associated with this purchase order.  
**Treasurer's Office Note:** DO NOT complete this section if the purchase order is to remain open.

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### Partial Payments

If a partial payment is being requested, please explain below the reason for the partial payment and keeping the purchase order OPEN. **Treasurer's Office Note:** DO NOT complete any part of this section if this is the only payment or final payment for this purchase order and the purchase order can be closed.

\_\_\_\_\_  
\_\_\_\_\_

The **partial** payment for goods and/or services for the above purchase order have been received and the invoice(s) and amount(s) below are approved for payment and the purchase order should remain OPEN for future payments:

1. Invoice Total \$ _____	2. Invoice Total \$ _____
3. Invoice Total \$ _____	4. Invoice Total \$ _____

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I certify that the above amounts and attached invoices are approved for payment.

\_\_\_\_\_  
Signature of Approver

\_\_\_\_\_  
Date