Accounts Payable Authorization, Data Entry & Check Requisition Form

PALM VISTA SOUTHERN BAPTIST CHURCH

Payee—Company Name	Today's Date	Accounting Period

Date	Invoice No.	Account Description	Purchase Order No.	Acct. No	Amounts

Journal Entry No. | Month | –

APPROVAL SIGNATURES _____ FIRST • _____ FINAL

COMMENTS:

_____

_____

_____

_____

_____

TOTAL INVOICE(S) AMOUNT

PREPARED BY

DATA ENTRY BY