# Invoice Approval

## Voucher Preparation Form

| **Departmental Section Invoice Approval** | Business Services Use Only |
|---|---|
| *Required Information by the Department | |
| *Account Number _____ | Account Number _____ |
| *Purchase Order Number _____ | Code _____ Amount _____ |
| | Code _____ Amount _____ |
| *Date Invoice Received _____ | Code _____ Amount _____ |
| (date received by Tarleton) | Code _____ Amount _____ |
| | Code _____ Amount _____ |
| *Date Goods/Service Received _____ | |
| (date received on Campus) | Liquidation: P F N |
| . | |
| *Amount approved to pay _____ | Freight Allowed: Yes No |
| Comments: | Date _____ Initials _____ |
| | Voucher # _____ |
| | |
| | |
| Agency Certification - Departmental Approval | Notes: |
| I certify that the above services were rendered or goods | |
| received; that they correspond in every particular with | |
| the contract under which they were procured: that the | |
| invoice is true and unpaid: and that claim was presented | |
| to the State within the acceptable limitation period. | |
| Date Approved for Payment by Dept: | Approved By Business Services date: |
| Name and Title | Name and Title |
| Name and Title | Name and Title |

**Original Signatures Required**