

ACCOUNTS PAYABLE VOUCHER

WHITKO COMMUNITY SCHOOL CORPORATION • P.O. BOX 114 • PIERCETON, INDIANA 46562-0114

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 _____