**Invoice Authorization Form**

**Date: Supplier: Amount: $**

**PO #: Invoice #: Invoice Date:**

The attached invoice has been submitted to the Disbursement Center for payment. This invoice is over $25,000 and requires a department head signature on it before it can be processed for payment.

Your signature below (or on the invoice) indicates that goods or services have been received, and authorizes the Disbursement Center to process this invoice.

You can review account distribution for this purchase order in PeopleSoft. If the distribution is incorrect, please contact the buyer indicated on the Purchase Order link in *Manage Requisitions*.

Please notify our department at 656-4192 if this invoice should be held up for any reason.

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 Authorized Signature

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

 Printed Name

**Return this completed and signed form (or a copy of the invoice with your authorization and signature) to Disbursement Center, 205 Waterman, 85 S. Prospect, Burlington VT**

**or e-mail to the payment specialist who sent it to you.**

**If there are modifications to or clarifications on how to pay the invoice, please attach and return the corrected invoice as well. Thank you.**