

Vouchers/P.O.'s Without Original Invoices Form
(Revised 6/10)

TO: FINANCE

FROM:

DATE:

The invoice(s) listed below are being submitted with voucher(s)/purchase order(s) for payment. The invoices are not original, and due to circumstances beyond the Department's control, we are submitting our request for payment with duplicate copies instead of the originals. The signature below certifies that this will be the first and only request for payment on the listed invoices.

| Vendor # | Vendor Name | Description of Goods/Services | Invoice # | Invoice Amount |
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Please contact our Department's office for any further information.

Department Head