

**Williams College - Controller's Office  
Invoice Payment Authorization Form**

**McClelland Press**  
103 North Street  
Williamstown, MA 01267

- To be used **ONLY** when requesting payment for multiple invoices issued by **McClelland's Office Products** that are to be **paid from the same PeopleSoft Account Number**.
- You may record a maximum of 16 separate invoices on this form.

**PS Account**  
(6)

**Fund**  
(3)

**Dept ID**  
(7)

**Project/Grant**  
(6)

Description: (max. 30 characters) Appears on financial reports, not on check stub

<u>Invoice Number</u>	<u>Invoice Date</u> (mm/dd/yy)	<u>Amount</u>	<u>Invoice Number</u>	<u>Invoice Date</u> (mm/dd/yy)	<u>Amount</u>
1			9		
2			10		
3			11		
4			12		
5			13		
6			14		
7			15		
8			16		

**Prepared By:**(type/print)

**Signature:**\_\_\_\_\_

**Authorized By:**(type/print)

**Signature:**\_\_\_\_\_