

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

Mt. Williams Greenhouses, Inc.
1090 State Road, Rt. 2
North Adams, MA 01247

- To be used **ONLY** when requesting payment for multiple invoices issued by **Mt. Williams Greenhouses, Inc.** 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)
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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:_____