

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

Norms Airport & Limo Service
189 East Road
Adams, MA 01220

- To be used **ONLY** when requesting payment for multiple invoices issued by **Norms Airport & Limo Service** 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:_____