

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

**Williams Inn
On-the-Green
1090 Main Street
Williamstown, MA 01267**

- To be used **ONLY** when requesting payment for multiple invoices issued by the **Williams Inn** paid from the same PeopleSoft Account Number.
- You may record a maximum of 16 separate invoices on this form.
- You may staple the invoices to the back of 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:_____