

ACCOUNTS PAYABLE VOUCHER

SCHOOL CITY OF EAST CHICAGO • 1401 E. 144TH STREET • EAST CHICAGO, INDIANA 46312

An invoice or bill to be properly itemized must show: kind of service, where performed, dates service rendered, by whom, rates per day, number of hours, rate per hour, number of units, price per unit, etc.

Payee	Purchase Order No.
	Terms
	Date Due

Invoice Date	Invoice Number	Description (or note attached invoice(s) or bill(s))	Amount
		Total	

I hereby certify that the attached invoice(s), or bill(s), is (are) true and correct and that the materials or services Itemized thereon for which charge is made were ordered and received except

Date20

Signature

Title

I hereby certify that the attached invoice(s), or bill(s), is (are) true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Date20

Treasurer