

### ACCOUNTS PAYABLE VOUCHER

**School City of Mishawaka, 1402 S Main Street, Mishawaka, Indiana 46544-5297**

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

Payee _____ _____ _____	Purchase Order No. _____ Terms _____ Date Due _____
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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 \_\_\_\_\_

\_\_\_\_\_, 20 \_\_\_\_\_  
Signature
Title

I hereby certify that the attached invoice(s), or bill(s), is (are) true and correct and that I have audited same in accordance with IC 5-11-1-1.6.

\_\_\_\_\_, 20 \_\_\_\_\_  
Treasurer

