

UNIVERSITY OF ALASKA ANCHORAGE INVOICE APPROVAL FORM

UPLOAD INVOICE/
BACK-UP DOCS



A Purchase Order (PO) is required for all invoices to be paid through the Accounts Payable system. Please see [Procurement Services](#) for assistance in creating PO's. Please make sure the PO number is included on the invoice before it is submitted to Accounts Payable. For blanket purchase orders (BPO), write the call number on each invoice attached. Please review invoice for accuracy and consistency with PO description. You may approve more than one invoice if they are on the same PO / BPO. This form should not be used for cash pays (e.g. honorariums).

Type of PO: _____ **Invoice contains travel expenses:** _____ **TA/AT #:** _____
(If yes, please attach proper backup showing actual expenses paid)

PO no./call no.: _____
(If you've submitted a requisition, please wait until after the PO is created to submit invoice.)

BPO #: _____
(For multiple invoices [download invoice summary form.](#))

Invoice no.(s): _____

Invoice date(s): _____

Vendor name: _____
(must match invoice)

Remit: Same as invoice "remit address" **Hold check for pickup:** _____
Name Phone Number

New address _____
Street City State Zip Code

Date purchase or service was received: _____
(or period of performance e.g. September 2017 through January 2018)

This is _____ **payment for PO/Call #** _____

FUND/ORG/ACCT The data below must match PO encumbrance on Banner screen FGIENCD. If you've requested a change order, please wait until after it's complete to submit the approved invoice. If additional lines are needed [download Additional FUND ORG ACCT sheet.](#))

LINE	SEQ.	FUND	ORG	ACCT	AMOUNT	\$
					TOTAL	\$

Approvals—I hereby approve the invoice(s) for payment:

Electronic signature of Dept./Fiscal Person/Approver 1:

Electronic signature of Budget/Grant/Approver 2:

Grant approval—Required for payments for professional services from restricted funds:

My signature, below, certifies that I approve payment of this invoice and that the charges appear reasonable, and progress to date on this project is satisfactory and in keeping with the statement of work.

Principal Investigator or Authorized Designated Signatory

Comments to AP: