



NORTH COUNTY EDUCATIONAL PURCHASING CONSORTIUM

PAYMENT AUTHORIZATION

Date:

Payable To:

Submitted By:

Signature:

Purpose:

(If related to a bid, include bid name and bid number)

Amount:

(\$ _____)

Actual Amount Shown (Attach Receipt)

Not to Exceed Amount Shown (forward invoice to Treasurer as soon as available)

Approval:

Date:

Check No.:

Amount:

Date Mailed:

Instructions:

1. Fill out form completely and sign where indicated.
2. Email completed form along with receipt(s) to the NCEPC President for approval/signature. Copy Treasurer on email.
3. NCEPC President will review, sign and email to Treasurer for payment.