



Posting Per \_\_\_\_\_

**ACCOUNTS/PAYABLE VOUCHER FORM**

(H1) VOUCHER #: \_\_\_\_\_

(H1) VENDOR NAME \_\_\_\_\_

(H1) VENDOR ID: \_\_\_\_\_ INVOICE AMT: \_\_\_\_\_

(H2) INVOICE #: \_\_\_\_\_ DESCRIPTION: \_\_\_\_\_

(H3) INVOICE DATE: \_\_\_\_\_ DUE DAYS/DATE: \_\_\_\_\_

**LINE ITEM DETAIL:**

<u>(L#)</u>	<u>COMPANY#</u>	<u>PURCHASE AMOUNT</u>	<u>PURCHASE ACCOUNT</u>
1	_____	_____	_____
2	_____	_____	_____
3	_____	_____	_____
4	_____	_____	_____
5	_____	_____	_____
6	_____	_____	_____
7	_____	_____	_____
8	_____	_____	_____

TOTAL AMOUNT -----> \_\_\_\_\_

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 CHECK RETURNED & MAILED: \_\_\_\_\_

NOT MAILED/CHECK GIVEN TO: \_\_\_\_\_ DATE: \_\_\_\_\_

QUICK CHECK  PREPARED BY: \_\_\_\_\_

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INPUT DATE: \_\_\_\_\_ INPUT BY: \_\_\_\_\_