**ACCOUNTS PAYABLES ELECTRONIC PAYMENT STAMP**

*Include in the body of email*

**IMPORTANT:** *If you have invoices that are to be paid against different purchase orders, prepare an electronic stamp for* ***each*** *purchase order. For example, if you had three invoices attached for payment to XYZ Corporation and two invoices were to be paid from P2090909 and one from P2099999, you would list the electronic stamp twice (one for P2090909 and one for P2099999).*

Vendor Invoice Number(s)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Purchase # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Partial Ship \_\_\_\_\_\_\_\_\_\_ OR Final Ship\_\_\_\_\_\_\_\_\_

Date Merchandise received\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

For assets $5,000 or more:

Location\_\_\_\_\_\_\_\_\_\_\_ Custodian\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I certify that the above:

1. has been received;
2. approved for payment;
3. if purchased with grant fund(s), will be used for grant approved activities prior to the last date of the grant.

Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_