

Approval to Pay

Due to changes in PBS systems, we are now required to certify that goods/services have been received before processing payment of any invoices going forward.

Please review and sign the below certification as verification/approval to pay the invoice (s) in question.

Invoice (s)

- 1) _____ PO _____
- 2) _____ PO _____
- 3) _____ PO _____
- 4) _____ PO _____

'I certify that the goods/services listed below have been received in satisfactory condition. Any falsification of this receipt will result in administrative action, which may include disciplinary measures.'

X _____ **Date** _____