

District School Board of Taylor County
INVOICE TOP SHEET

Vendor Number

PURCHASE ORDER NUMBER: _____

VENDOR NAME: _____

1. Attach one (1) purchase order per top sheet.
2. List each invoice separately in Column 1.
3. Enter coding as to how it is to be expended in Columns 2-7. If one invoice has more than one distribution, list it as many times as needed.
4. Enter amount to be liquidated in Column 8. If purchase order is complete, enter amount of that distribution on purchase order.
5. Enter amount to be paid for each invoice in Column 9.
6. Enter total amount to be liquidated at bottom of Column 8.
7. Enter total to be paid at bottom of Column 9. (Must equal total amount of invoice.)
8. Attach calculator tape if more than one invoice.

Line #	Col. 1 Invoice #	Col. 2 Fund	Col. 3 Function	Col. 4 Object	Col. 5 Cost Center	Col. 6 Project	Col. 7 Program	Col. 8 Amt. Liq.	Col. 9
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