



**CITY OF SNOQUALMIE**

**Purchase Request / Invoice Payment Authorization**

**\*\*All grey cells are locked\*\***

Example account code: XXX - XX - XXX - XXX - XX - XX - XXX (18 digits)

Payee Name:

Address:

Invoice Number:

Invoice Date:

PO #:

Ordered by:

Invoice Description:

BARS/GL Account Code	BARS/GL Account Description	Amount
<input type="text"/> - <input type="text"/> - <input type="text"/> - <input type="text"/> - <input type="text"/> - <input type="text"/> - <input type="text"/>	<input type="text"/>	<input type="text"/>

Project Management Code:  Type Code:

BARS/GL Account Code	BARS/GL Account Description	Amount
<input type="text"/> - <input type="text"/> - <input type="text"/> - <input type="text"/> - <input type="text"/> - <input type="text"/> - <input type="text"/>	<input type="text"/>	<input type="text"/>

Project Management Code:  Type Code:

BARS/GL Account Code	BARS/GL Account Description	Amount
<input type="text"/> - <input type="text"/> - <input type="text"/> - <input type="text"/> - <input type="text"/> - <input type="text"/> - <input type="text"/>	<input type="text"/>	<input type="text"/>

Project Management Code:  Type Code:

BARS/GL Account Code	BARS/GL Account Description	Amount
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Project Management Code:  Type Code:

BARS/GL Account Code	BARS/GL Account Description	Amount
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Project Management Code:  Type Code:

BARS/GL Account Code	BARS/GL Account Description	Amount
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Project Management Code:  Type Code:

BARS/GL Account Code	BARS/GL Account Description	Amount
<input type="text"/> - <input type="text"/> - <input type="text"/> - <input type="text"/> - <input type="text"/> - <input type="text"/> - <input type="text"/>	<input type="text"/>	<input type="text"/>

Project Management Code:  Type Code:

		Manual Entry Total
Supervisor Approval: <input type="text"/>		Date: <input type="text"/>
Dept. Head Approval: <input type="text"/>		Date: <input type="text"/>
C.A. Approval: <input type="text"/>		Date: <input type="text"/>