Purchasing & Contracting

REQUEST FOR PAYMENT ON A CONTRACT

						TOTAL PAYMENT REQUEST	

Submit this completed and signed Request for Payment form to Accounts Payable via email at ppsap @pps.net with the following attachments:

- The contractor's invoice
- Original receipts from contractor if needed. (Original receipts are required if the contract states that expenses are to be reimbursed based on receipts.)

Please note: The attached invoice must contain, at a minimum, the following fields: Vendor name and contact information, invoice date, contract number, dates of service, a detailed description of service, payment rate, total payment due, and remit to address. Invoices with insufficient detail will be rejected.

ADMINISTRATOR'S ATTESTING SIGNATURE

I attest that all