

For Accounting Use Only
Purchase Order #
Vendor #

## North Central State College Direct Pay Disbursement Voucher

Payee Name & Address : \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Soc. Sec. # (OR) Tax ID # \_\_\_\_\_ Phone # ( \_\_\_\_\_ )

Explanation of Payment: (Attach Supporting Documentation)  
 Please List Special Instructions.  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

G/L Distribution:

ACCOUNT #	AMOUNT
<b>TOTAL CHECK AMOUNT</b>	

Initiated By: \_\_\_\_\_ Date \_\_\_\_\_  
 Approved By: \_\_\_\_\_ Date \_\_\_\_\_  
 Certified By: \_\_\_\_\_ Date \_\_\_\_\_

Lori McKee, TREASURER

TREASURER=S CERTIFICATE: It is hereby certified that both at the time of the making of this contract or order and at the date of the execution of this certificate, the amount required to pay this contract or order had been appropriated for the purpose of this contract or order and is in the treasury or in the process of collection to the credit of the appropriate fund, free from any previous encumbrance.