

# AUTHORIZATION TO PAY

FROM PURCHASE ORDER, BLANKET PURCHASE ORDER OR CONTRACT  
WAYNE COUNTY  
WOOSTER, OHIO 44691

VENDOR NAME:

BLANKET/CONTRACT

PURCHASE ORDER # \_\_\_\_\_

ACCOUNT NUMBER \_\_\_\_\_

ACCOUNT NAME \_\_\_\_\_

\_\_\_\_\_  
VENDOR NUMBER

ENCUMBRANCE DATE \_\_\_\_\_

INVOICE #	DATE	DESCRIP	AMT
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

TOTAL \$

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DO NOT MAIL RETURN CHECK TO DEPARTMENT

SEND ATTACH REMITTANCE WITH CHECK