



Georgia Forestry Commission

Request for Payment
Prompt Pay Tracking

FOR ACCOUNTING USE ONLY

Date Rec'd by Purchasing	Initials	Date processed	Receipt #
Date Rec'd by Accounting	Initials	Date processed	Voucher #

Part I	Unit Approval		Approval ID #	
Invoice #		Date Rec'd		PO #
Vendor Name				Vendor #

(Check Box to confirm that debarred vendor list has been verified)

Have verified that the vendor shown above is not on the state or federal debarred vendor list

Dept #	4203100220	Program #	4720301	Invoice Date	
Fund #	10100	Class #		NIGP #	
Fund Source	1G219	Project	4201G219		
Federal Project Name	Stewardship Revisit Prescribed Burn (Incentive Program)				
Partial Payment <input type="checkbox"/>	Order Complete <input type="checkbox"/>	Total Amount To Be Paid			

(Check one of the above – partial or complete)

Comments:

The items/services listed on this invoice have been received & verified that they comply with the specifications, quality and quantity as shown on the purchase order/contract/agreement.

Approved by:

(Printed Name)

(Date)

(Signature)

Part II District/Department/Grant Manager Approval

Comments:

I certify that the individual signing above has authorization to make purchase as shown.

(Printed Name)

(Printed Name)

(Signature District/Department)

(Signature Grant Manager)

Rev. 4/09

(Date)

(Date)