

**Rutherford County, Tennessee
Authorization for Payment of Invoice**

Department: _____

The following information is needed to complete processing of this invoice. Please fill out this form and remit with the attached documentation to the County Mayor's office ASAP.

Account Code: _____

Vendor: _____

Invoice Amount: _____

Invoice #: _____

Explanation for not following proper Purchasing Procedure:

Procedure: _____

Department Head Signature

County Mayor Signature

Date