

**CONTRACT/LEASE  
PAYMENT APPROVAL FORM  
COMPLETE AND FORWARD TO THE NEXT DEPARTMENT**

**COMPLETED BY DEPARTMENT**

DATE: \_\_\_\_\_

VENDOR NAME: \_\_\_\_\_ VENDOR #: \_\_\_\_\_

CONTRACT/LEASE#: \_\_\_\_\_

VENDOR INVOICE #	TASK ORDER # <i>(If Applicable)</i>	COUNTY/FEMA PROJECT # <i>(If Applicable)</i>	BUDGET DEPARTMENT #	ACCOUNT #	AMOUNT \$

**APPROVED FOR PROGRESS PAYMENT** *(please sign, as applicable and date)*

CONTRACTOR'S ENGINEER/ARCHITECT/PROJECT MANAGER: \_\_\_\_\_ DATE: \_\_\_\_\_

COUNTY SUPERVISOR/PROJECT MANAGER: \_\_\_\_\_ DATE: \_\_\_\_\_

DEPARTMENT DIRECTOR: \_\_\_\_\_ DATE: \_\_\_\_\_

GRANTS ADMINISTRATION: \_\_\_\_\_ DATE: \_\_\_\_\_  
*(If Applicable)*

COUNTY ADMINISTRATOR: \_\_\_\_\_ DATE: \_\_\_\_\_  
*(Payments > \$50,000.)*

**FINAL PAYMENT**

FINAL PAYMENT    YES    NO    *(If "Yes", forward to Purchasing Services Coordinator for Close-Out)*

DATE: \_\_\_\_\_    OMB DIRECTOR: \_\_\_\_\_ *(Payments < \$50,000)*

DATE: \_\_\_\_\_    GRANTS ADMINISTRATION APPROVAL: \_\_\_\_\_  
*(If Applicable)*

DATE: \_\_\_\_\_    COUNTY ADMINISTRATION APPROVAL: \_\_\_\_\_  
*(Payments > \$50,000)*

**COMPLETED BY FINANCE - ACCOUNTS PAYABLE ONLY**

FISCAL YEAR: \_\_\_\_\_

DATE RECEIVED: \_\_\_\_\_

REVIEWED BY: \_\_\_\_\_