

**Harvard University  
Office of the Controller  
Payment Approval Form – Goods and Services**

To: Name of Financial Dean (or designee)  
From:  
Date:

In accordance with the Procurement and Disbursement procedures of the Office of the Controller, the attached web voucher/web reimbursement is forwarded to you for approval. You must now complete both the Checklist for Payment Approval (showing the basis for your approval) and sign the Approval below. Approval provides the Office of the Controller with written evidence that the goods and/or services specified on the invoice(s) included in the web voucher or web reimbursement package were received and conform to the requirements of the agreement between the vendor and Harvard University.

Any questions regarding this approval may be directed to the Office of the Controller (5-4532).

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**Checklist for Payment Approval:  
(initial each item)**

\_\_\_ The procurement/payment is in compliance with established policies and procedures of my School/Department and Harvard University.

\_\_\_ The transaction is for a proper University purpose.

\_\_\_ The related purchase requisition/purchase order was reviewed and approved prior to commitment.

\_\_\_ All goods and/or services included in the attached web voucher/web reimbursement and being authorized for payment have been received.

\_\_\_ All required documentation and/or receipts are included with the attached web voucher/web reimbursement.

\_\_\_ The correct object code was used for the expenditure and there are adequate funds available for the amount approved for payment.

**Approval:**

I have reviewed the attached web voucher/web reimbursement, the related invoice(s) and all supporting documentation. Based on this documentation and my personal knowledge of the related activity, I approve the web voucher/web reimbursement for payment subject to any required review and approval by the Office of the Controller.

Amount approved for payment:

\$ \_\_\_\_\_

Approved:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date