

# PARTIAL PAYMENT LETTER

To: Accounts Payable

From: \_\_\_\_\_

I have examined the items received as shown on the invoice(s) listed below, and do hereby certify that they are the same items as to specifications, kind, quantity as shown on the reference State Purchase Order or University Field Purchase Order; or do hereby certify that the services have been performed as stated on the invoice(s) and in accordance with the terms of the Purchase Order. Payment of the invoice(s) listed heron is thereby approved.

Partial payment of these invoice(s) that refer to PO # \_\_\_\_\_ ,  
issued to \_\_\_\_\_ is authorized.

\_\_\_\_\_  
Receiving agent

\_\_\_\_\_  
date

Invoice Number	Amount	