

# CUE - Online Payment Authorization Form

When paying bills online:

1. this completed form
2. a printed copy of the online invoice
3. a printed copy of the online receipt

are the backup documentation that should be included with the monthly expense spreadsheet, when paying bills either directly to the vendor online, or for bills paid online through your local checking account.

Local name: \_\_\_\_\_

Vendor name: \_\_\_\_\_

Date of bill: \_\_\_\_\_

Amount of bill being paid online: \_\_\_\_\_

Authorizing Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Authorizing Signature: \_\_\_\_\_ Date: \_\_\_\_\_