

## PURCHASE ORDER PAYEE CERTIFICATION

I hereby certify that the information relating to **TOPS Purchase Order Number** \_\_\_\_\_ is just and correct and I am requesting payment for services/expenses. I certify that all charges and/or reimbursements pertain to Indiana University business, that the amount is legally due after allowing all just credits and that no part of the same has previously been paid or will be paid by another source.

Amount of payment: \$ \_\_\_\_\_

\_\_\_\_\_  
Signature of University Representative (who provides oversight of vendor)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Fiscal Officer

\_\_\_\_\_  
Date

Yes  No

Check here to indicate if this payment completes this PO; If yes, PO will be closed.