

## PAYMENT APPROVAL LABEL

*One Invoice per Payment Approval Label*

<b>1</b>	<b>ABMS Document #</b>
<i>If "no" document number, leave blank and fill out Section 4</i>	

<b>2</b>	<b>FINAL payment (circle)</b>	<b>Yes</b>	<b>No</b>
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<b>3</b>	<b>Used for invoices WITH an ABMS Document #:</b>		
Line Number	For Contracts Release #		AMOUNT

<b>4</b>	<b>Used for invoices WITHOUT an ABMS Document #:</b>						
LINE	FUND	COST CENTER	ACCOUNT	ACTIVITY	FISCAL YEAR	EXTRA	AMOUNT
1						000000	
2						000000	
3						000000	
4						000000	
5						000000	
6						000000	

<b>5</b>	<b>Explanation required if amount is different than invoice total</b>	<b>Invoice Total</b>	<b>\$</b>
<b>Authorized Signature:</b>		<b>Date:</b>	
<i>I certify that all goods/services have been received, and the DGS-1 is on file for approval of payment. I have verified the validity of the coding submitted.</i>			

<b>Contact Name (please print):</b>	<b>Phone:</b>
<i>Contact Name to call if we have any questions regarding invoice payment.</i>	

# INSTRUCTIONS

## DGS-201 PAYMENT APPROVAL LABEL

REV 2/4/04

**Section 1 ABMS Document #**

Enter the ABMS Document #. If "no" document number, leave this space blank.

*Note: Inquiry in ABMS to confirm document has been "approved" and money is available to cover invoice payment.*

**Section 2 FINAL Payment**

Is this the final invoice payment against the ABMS Document # - circle **Yes** or **No**

**Section 3 Used for invoices WITH an ABMS Document #**

For Purchasing Documents, indicate the Line #s and amounts

For Contracts, indicate the Release #s and amounts

*Notes: This section is used to communicate to SRF Payables how to match the Document referenced in Section 1.*

*Must be for the same fiscal year.*

**Section 4 Used for invoices WITHOUT an ABMS Document #**

Fill in the account codes and amounts

**Section 5 Invoice Total: add the amounts in Section 3 or Section 4**

Explanation is required if amount on DGS-201 is **different** than invoice total.  
Attach STD 209 Invoice Dispute Notification for **reducing** invoice amount.

**Authorization:** obtain signature and date (refer to DGS-1 approval authorizations)

**Contact:** enter name and phone number to call for any questions

**DGS-201A Payment Approval Label - Project Related - Non Encumbered Charges Only**

See third worksheet on this Excel file.