

Incoming Invoice Form

Ridge Side Cooperative
839-847 Williamson Street
Madison, Wisconsin

To: Co-op Bookkeeper & Co-op Treasurer

Subject: Incoming Invoice

From: _____ Today's Date: _____
(Co-op Member's Name)

This is to alert you to expect an invoice from the following person/business: _____

Date of this work/service/purchase: _____

The invoice will be for the following work/service/purchase: _____
(Include house no. and/or unit no., plus a basic description, e.g., "Unit One—Repair Kitchen Ceiling Lamp")

As a co-op member designated by the co-op to oversee this, I am alerting you to: — check ONE box below —

_____ *Pay* the invoice
in a timely manner

Helpful Info:

_____ *DON'T* pay the invoice,
due to the following circumstances:

Date When Co-op Board Approved This: _____

If included in the co-op's annual budget, so state and name the line item to which it belongs, e.g., "Annual Budget—Grounds" ; if approved by separate motion at a board meeting, provide date of said meeting (if needed, check with the Co-op Secretary for that date)

Signature of the Co-op Bookkeeper OR Treasurer : _____

Ridge Side Co-op's financial policies provide that details about incoming invoices should be promptly provided to the co-op's bookkeeper & the co-op's treasurer (ordinarily within a day or two). Also, if a paper copy of the invoice was provided at the time of the work/service/purchase, that invoice should be forwarded promptly to the bookkeeper.

Please note that the co-op's bookkeeper & treasurer are NOT authorized to pay any invoices for unapproved work/services/purchases. Before any payment will be made, invoices for any such unapproved items will need to be considered for ratification at the next board meeting.