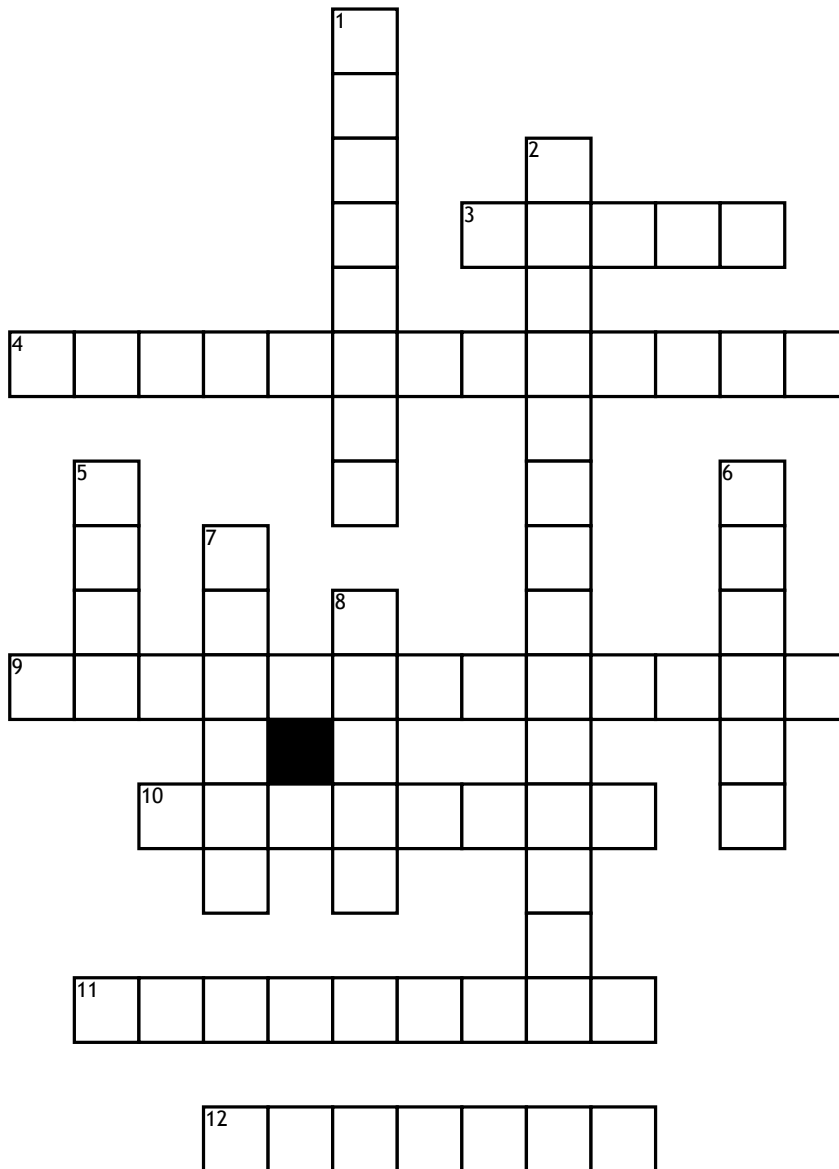


Name: _____ Date: _____

Fiscal Year End 2015-2016



Across

3. How often should P-Card charges be approved?
4. You may submit invoices electronically for payment by e-mailing them to _____ (3 words)
9. Payment for service requires a _____ statement.
10. Payments are required to be made 20 _____ days after the transaction date.
11. July 15th is the last day to request changes to _____ payables.

12. The purchase of goods requires a _____.

Down

1. September 22nd is the last day to submit certified _____ to Disbursements for payment.
2. An invoice cannot be approved for current charges plus any _____ (3 words, first letters PDB)
5. The number of work days allowed per 215.422 F. S. to inspect and approve goods/services.

6. For service payments, certified funds can only be used if the services, as stated in the agreement, begin _____ June 30th.
7. When completing the MFMP receipt tab you must input the _____ date goods or services were received.
8. A certification statement for services must be made only _____ the services have been provided.