

Cash Disbursement Test

Check # (1)	Vendor	Amount	Agrees w/ Invoice	Invoice Due Date (2)	Invoice Approved for Payment	Date (3)	Authorized Signature (4)	Cancelled Date (5)

Notes:

- 1) Enter check number, if applicable. If payment is made through electronic funds transfer including direct deposit, enter EFT.
- 2) Enter bill due date. If disbursement is for a payroll payment enter N/A.
- 3) Enter check date or date of electronic funds transfer.
- 4) Indicate whether the person signing the check is authorized to sign check for the agency. If payment was made through electronic funds transfer, enter N/A.
- 5) Enter date the check was canceled/cleared. If payment was made through electronic funds transfer, enter N/A.