

WorkFirst Batch Header Sheet

Section One

Org Index Name and Number _____

Accounting Period _____ (month/year)

Check Payment Method:

Vendor
Voucher payments

Warrantable
Warrant payments

Non-warrantable
Payment by A-19

Number of Items in Batch _____ Amount _____

Prepared By _____ Date _____
(Signature)

Section Two

Approved By _____ Date _____
(Signature)

Section Three

Batch Number _____ Batch Date _____

Entered By _____ Date _____
(Signature)

Section Four

Vendor: I certify each voucher in this batch paid

Warrantable: I certify each item in this batch paid

Non-Warrantable: I certify each item in this batch was credited to a WorkFirst parent

Supervisor _____ Date _____
(Signature supervisor or higher authority)