



Purchasing Approval:

**LEECH LAKE BAND OF OJIBWE
PROGRESS PAYMENT APPROVAL FORM**

Contractor Name: _____

Contract Number: _____ P. O. #: _____

Account Number: _____ Contract Start Date: _____

Contract Amount: _____ Contract End Date: _____

Payment(s) Made to Date: _____

The Contract Coordinator authorizes payment for progress installment no. _____ for services rendered to date in the amount of \$ _____ (attach vendor's invoice).

The Contract Coordinator affirms the contract services rendered to date have been performed satisfactory and authorizes payment as defined in the contract document.

Contract Coordinator: _____ Date: _____

Division Director: _____ Date: _____

PROGRESS PAYMENT REQUEST(S) FOR AN INDEPENDENT CONTRACTOR WILL NOT BE PROCESSED UNLESS ACCOMPANIED BY THIS FORM. SUBMIT COMPLETED FORM AND INVOICE TO PURCHASING FOR PAYMENT PROCESSING.