

SURRY COUNTY SCHOOLS
REQUEST FOR PAYMENT

ALL INVOICES FOR WHICH THERE IS NO PURCHASE ORDER MUST BE ATTACHED TO THIS FORM ALONG WITH A CALCULATOR TAPE IF THERE IS MORE THAN ONE INVOICE TO THE SAME COMPANY. PROPER APPROVAL MUST BE OBTAINED FOR ALL EXPENDITURES.

Description of Items Purchased:

Program Area in Which Items Will Be Used:

**This instrument has been pre-audited in
the manner required by the School
Budget and Fiscal Control Act.....**

Date

Shannon W. Collins
Finance Director

Mdse. Rec'd and Invoice Approved

INVOICE NO. _____

Signature

BUDGET CODE _____

AMOUNT _____

DATE _____

VENDOR NAME _____

VENDOR NO. _____