**INVOICE PAYMENT REQUEST**



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| **PEID:** **Click here to enter text.** *(Building Business Services contact to complete)*  | **PEID NAME:** **Click here to enter text.***(Building Business Services contact to complete)* |
| **ACCOUNT KEY:** **Click here to enter text.***(District or Activities account number)*  | **ACCOUNT OBJECT:** **Click here to enter text.***(Building Business Services contact to complete)* |
| **PAYMENT AMOUNT:** **Click here to enter text.** |
| **BUSINESS PURPOSE:** **Click here to enter text.***(Please note any meetings, individuals involved, field trips, and all pertinent information. Incomplete forms will be returned. Submit all invoices, entry/registration forms )* |
| **CHECK REQUIRED DATE:** **Click here to enter text.***(Check requests due to SLC by end of day Friday for the following Tuesday check run. Checks are cut once every week on Tuesdays.)* |
| **CHECK IS TO BE:** **Choose an item.**  |
| **IF RETURNED TO BUILDING SELECTED ABOVE, CONTACT FOR CHECK DELIVERY:** Click here to enter text. |
| **SUBMITTED BY:** **Click here to enter text.** | **DATE:** **Click here to enter text.** |
| **APPROVED BY:** ­­­  *(Building Principal. Original signatures are required)*  | **DATE:**  |