**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:** |