

PENN MANOR SCHOOL DISTRICT

ADMINISTRATIVE REGULATION

APPROVED: November 15, 2012

REVISED:

625-AR-2. PAYMENT REQUEST FORM

The cardholder will complete this form and attach the reconciled monthly statement, supporting detailed documents and all receipts.

The supervisor will review the form, approve by initialing, and forward to the Business Office for payment.

Purchasing Card Name: _____ Purchasing Card No.: _____

Item	Purpose	Date Of Purchase	Account Code

Cardholder Signature

Date

Supervisor Signature

Date