

MILLARD PUBLIC SCHOOLS

Request for Accounts Payable Check
For Direct Payments to Vendors

This check should be made payable to:

Vendor: _____ Tax I.D.# _____

Street: _____

City: _____ State: _____ Zip Code: _____

Amount: _____ **Charge Account #:** _____

Amount: _____ **Charge Account #:** _____

Amount: _____ **Charge Account #:** _____

Total: _____

Description of Purchase: (attach documentation)

Date Check is Required: _____
(if other than next Board of Education meeting, first Monday of each month)

Requested by: _____ **Date:** _____

Approved by: _____ **Date:** _____

Instructions: This form is to be used for purchases which have not been submitted on a purchase order due to the nature of the expenditure. Examples include subscription renewals, conference registrations, and other bills which have been directly invoiced and which do not require receiving.
Please keep in mind that whenever possible, a purchase order is to be issued for proper tracking, approval, and monitoring of general fund budgets and expenditures.