

**WARRANT REQUEST  
DOCUMENT IN LIEU OF PURCHASE ORDER**

THIS FORM DOES NOT REPLACE THE PURCHASE REQUISITION. IT IS TO BE USED ONLY WHEN IT IS IMPRACTICAL TO ISSUE A PURCHASE ORDER. AUTHORIZATIONS REQUIRED ARE THE SAME AS THOSE REQUIRED FOR A PURCHASE REQUISITION.

SOME EXAMPLES FOR USE ARE: CONFERENCE REGISTRATIONS, REIMBURSEMENTS TO STUDENTS AND EMPLOYEES, PAYMENT OF INVOICES FOR WHICH NO PURCHASE ORDER HAS BEEN ISSUED.

Department/School Site: \_\_\_\_\_

Vendor #: \_\_\_\_\_

Payee Name/Address: \_\_\_\_\_

\_\_\_\_\_

Budgeted Amount: \_\_\_\_\_

Initial \_\_\_\_\_

Date \_\_\_\_\_

REQUEST MUST BE ACCOMPANIED BY AN ITEMIZED INVOICE WITH DATE AND DISTRICT NAME, ITEMIZED RECEIPTS VERIFYING AMOUNT OF REIMBURSEMENT TO STUDENT, EMPLOYEE, AND COMPLETE ITEMIZED LIST OF ITEMS PURCHASED IN CASE OF REIMBURSEMENT TO EMPLOYEE, ETC A SCHOOL DISTRICT WARRANT WILL BE PROCESSED PLEASE ALLOW FOUR TO SIX (4-6) WEEKS FOR NORMAL PROCESSING

Budget(s): \_\_\_\_\_

Amount: \$ \_\_\_\_\_

**Purpose for which goods or services needed:**

PAYEE or Requisitioner \_\_\_\_\_ Date: \_\_\_\_\_

(In the absence of an official invoice or for reimbursement to employees/or student, the PAYEE must sign.)

Site Administrator: \_\_\_\_\_ Date: \_\_\_\_\_

Business Office: \_\_\_\_\_ Date: \_\_\_\_\_

White and Yellow Copies: Accounting Office

Pink: Originator