

La Vega Independent School District
400 East Loop 340
Waco, TX 76705
(254) 299-6700 • Fax (254) 799-8642

Request for Payment

VENDOR: # _____	MAIL TO: (if different than vendor)
Make check payable to:	

Budget Code	Description	Amount
TOTAL DUE		

Date check is requested _____

Return check to requestor

Mail check to vendor

Requestor: _____

Date Requested: _____

Approved by: _____

Date Approved: _____

Accounting Approval: _____

Date Approved: _____

Received by: _____

Date Received: _____

INVOICE OR RECEIPT FOR AMOUNT DUE MUST BE ATTACHED BEFORE PAYMENT CAN BE MADE.