Kilgore Independent School District

Request for Payment

This form may be used in lieu of a purchase requisition when a check must be presented in advance of an event (e.g. conference registration) or when the vendor is not known at or before the time of service (e.g. game officials). This form is also appropriate for membership dues.

Please note that purchase requisition is always the preferred method of requesting payment, and ALL commitments of District funds require prior approval. This form and any supporting documents need to reach the Accounts Payable office a week prior to a check being written. Campuses may set earlier deadlines in order to meet this requirement.

Date: _____

Vendor Name * _____

Vendor Address _____

_____

		Cost
Expense Description:	_____	_____
	_____	_____
	_____	_____
	_____	_____
	TOTAL	_____ -

Date Check Needed: _____

Check Handling: ◯ Pick Up at Admin ◯ Send to Campus ◯ Mail to Vendor

_____ _____

Teacher/Requestor PRINT OR TYPE NAME Teacher/Requestor SIGNATURE

Approvals Required:

Budget Code(s) - REQUIRED

_____ _____

Principal/Director

_____ _____

Chief Financial Officer OR Assistant Business Manager

If this is a new vendor for KISD, a copy of the vendor's W-9 form must be sent to the Business Office before any payments are issued. Please e-mail to* ***purchasing@kisd.org* *.*

updated 3/9/18