

VISALIA UNIFIED SCHOOL DISTRICT

Custodial Department

THEFT/VANDALISM INVOICE

Site: _____

Incident Date: _____ Reported By : _____

Items Purchased/Replaced from Stock (please attach vendor quote/invoice)

Description	QTY	Cost
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
Labor: _____ (hours) x \$ _____ per hour= Total Labor		\$ _____
TOTAL COST		\$ _____

(if more lines are needed attach separate sheet)

Account to Credit:

_____-_____-0-_____-_____-_____-_____-_____-_____-

Invoice Authorized By:

Signature

Name and Title

For Purchasing & Accounts Payable Use Only:

Pre-postings:

_____-_____-0-_____-_____-_____-_____-_____-_____- \$ _____

_____-_____-0-_____-_____-_____-_____-_____-_____- \$ _____

_____-_____-0-_____-_____-_____-_____-_____-_____- \$ _____

Payment Completed on _____ by _____, Accounts Payable.