WHITNEY INDEPENDENT SCHOOL DISTRICT
Process for Payment Checklist

Vendor Name: _____

Total Payment: $_____

CHECKLIST

(<u>MUST</u> provide all items listed below as one complete packet before payment will be issued)

☐   Approved Purchase Order

   ☐ Reason for Overage, if applicable_____

   _____

   ☐ <u>Circle One</u>: (1) Close Out PO   or   (2) Leave PO Open

☐   Invoices/Receipts (Totaling full amount of payment)

☐   Packing Slip or Items Received Date _____

Name:_____

Date:_____