Adelanto Elementary School District

Request for Direct Payment
IN-LIEU OF PURCHASE ORDER

Request for direct payment payable to:	
Vendor #:	
Vendor Name:	
Vendor Address:	

Article / Description	Quantity	Unit Price	Extended Price
			$ 0.00
			$ 0.00
			$ 0.00
			$ 0.00
			$ 0.00
			$ 0.00
			$ 0.00
			$ 0.00
			$ 0.00
			$ 0.00
			$ 0.00
			$ 0.00
			$ 0.00
			$ 0.00
NOTES:		FREIGHT	
		TAX	
		TOTAL	$ 0.00

PLEASE LIST COMPLETE ACCOUNT CODE(S) BELOW

FU	RS	Y	GOAL	FUNC	OBJ	SCH	MGMT	TOTAL ACCOUNT CHARGES

Give a complete explanation why a Purchase Order was not initiated prior to purchase:

Site Administrator's Approval | Date | Fiscal Services Approval | Date

ORIGINAL ITEMIZED RECEIPTS / INVOICES FOR ALL ITEMS MUST BE ATTACHED TO THIS FORM.