Oklahoma City Public Schools
FINANCIAL SERVICES

FY26 Invoice Cover Sheet

Send completed forms along with other documentation to Accounts Payable at acctspayable@okcps.org

Today's Date (*MM/DD/YY*)	**Purchase Order #**
Enter the date the form is being completed	PO # linked to event
Vendor Name	**Vendor #**
Name of vendor or sponsor listed on PO(Legal first and Last Name, no nicknames please)	Vendor # listed on PO

Invoice Number
Use formatting Site#.EventDescription.DateofEvent or if courier request, add CR before site #: CRSite#.EventDescription.DateofEvent
Invoice formatting should be as follows: Site#.EventBriefDescription.DateOfEvent
Amount Due*(Invoice total)*
Total amount being paid on check
Description
Some examples: Webster Boys & Girls Basketball Student Meals 9/19/25 Grant Football Start Up 10/3/25 SEHS Girls Track 9/10/25 CHHS Cheer Student Meals 10/5/25 Postage from USPS
If courier is requested, please provide the information below
Check Date/Courier Date
If being couriered, use the drop down list to select date you are wanting check issued & couriered.
Couriered to*(Site/Location)* **:**
Select the drop down to find your school. Listed by site #