



FY27 Invoice/Payment Request Cover Sheet

Complete this form when submitting an invoice or requesting payment without an invoice. Attach all supporting documentation and submit the packet to Accounts Payable at acctspayable@okcps.org

Note: When an invoice is not available, this form serves as the payment request cover sheet. Provide sufficient detail and attach all supporting documentation to allow Accounts Payable to process the payment without delay.

Today's Date (MM/DD/YYYY)

Site Name

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Vendor Name

Vendor #

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Purchase Order #

PO Open Balance

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Invoice Number

*If no invoice # is available, invoice # formatting should be as follows: **Site#.EventBriefDescription.DateOfEvent***

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Amount Due (Invoice or payment request total)

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Description

Please provide a detailed description, and any other information needed to support payment processing.

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If requesting a check to be mailed by courier, complete the information below.

*Use the drop-down arrow to select the appropriate **date** and **school site** for each field.*

Check Date/Courier Date

Click drop down to select Check Date/Courier Date---
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Couriered to (Site/Location) :

Click drop down to select Courier to Site----->
