

CLAIM #: _____

**LA JOYA INDEPENDENT SCHOOL DISTRICT
201 EAST EXPRESSWAY 83
LA JOYA, TEXAS 78560
PAYMENT REQUEST**

DATE: _____

VENDOR # _____

PAYABLE TO: _____

FOR: _____

I certify that this is an allowable expenditure from the funding source(s) being utilized. If these are federal/state funds, this purchase is educationally supplemental to the basic program. Information supporting this expenditure is contained in the Comprehensive Needs Assessment and the District/Campus Improvement Plan. This purchase meets goal _____ and task _____.

INVOICE NUMBER: _____
INVOICE DATE: _____
INVOICE TOTAL: _____

| APPROPRIATION CODE | AMOUNT |
|---------------------------|---------------|
| | \$ |
| | \$ |
| | \$ |
| TOTAL | \$ |

All purchases must be made in accordance with State Laws, Federal Laws, School Board Policy and current administrative procedures. As per local School Board Policy, "all purchase commitments must be made on a properly drawn and issued purchase order" (CH Local). Furthermore, policy states that "persons making unauthorized purchases shall assume full responsibility for all such debts" (CH Local).

REQUESTED BY: _____ **PRINCIPAL/DEPARTMENT HEAD**

APPROVED BY: _____ **PROGRAM DIRECTOR (IF APPLICABLE)**

APPROVED BY: _____ **ASSISTANT SUPERINTENDENT (FOR AREA)**

APPROVED BY: _____ **SUPERINTENDENT (IF APPLICABLE)**

APPROVED FOR PAYMENT: _____ **EXECUTIVE DIRECTOR FOR FINANCE**

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| <p>FOR ACCOUNTS PAYABLE USE ONLY</p> <p>DATE CHECK ISSUED: _____</p> <p>CHECK NUMBER: _____</p> |
|--|