

WARRANT REQUEST
DOCUMENT IN LIEU OF PURCHASE ORDER
Chino Valley Unified School District
5130 Riverside Drive
Chino CA 91710

THIS FORM DOES NOT REPLACE THE PURCHASE REQUISITION. IT IS TO BE USED ONLY WHEN IT IS IMPRACTICAL TO ISSUE A PURCHASE ORDER. AUTHORIZATIONS REQUIRED ARE THE SAME AS THOSE REQUIRED FOR A PURCHASE REQUISITION. SOME EXAMPLES FOR USE ARE: CONFERENCE REGISTRATIONS, REIMBURSEMENTS TO STUDENTS AND EMPLOYEES, PAYMENT OF INVOICES FOR WHICH NO PURCHASE ORDER HAS BEEN ISSUED.

Department/School Site :

Vendor #:

Payee:

Budget \$	_____
Initial	_____
Date	_____

REQUEST MUST BE ACCOMPANIED BY AN ITEMIZED INVOICE WITH DATE AND DISTRICT NAME, ITEMIZED RECEIPTS VERIFYING AMOUNT OF REIMBURSEMENT TO STUDENT, EMPLOYEE, AND COMPLETE ITEMIZED LIST OF ITEMS PURCHASED IN CASE OF REIMBURSEMENT TO EMPLOYEE, ETC. A SCHOOL DISTRICT WARRANT WILL BE PROCESSED. PLEASE ALLOW FOUR TO SIX (4-6) WEEKS FOR NORMAL PROCESSING.

Budget #:

Amount: \$

Purpose for which goods or services needed:

PAYEE or Requisitioner _____ Date _____

(In the absence of an official invoice or for reimbursement to employees/or student, the PAYEE must sign.)

Site Administrator _____ Date _____

Business Office _____ Date _____

Authorized Agent

White and Yellow Copies: Accounting Office Pink: Originator

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