Vendor, Reimburse Name, or Credit Card Vendor # CREDIT/PURCHASE CARD CREDIT CARD TYPE - □ Keybank □ US Bank ☐ Sams Club (last 4 digits) Close PO#/PLR **DESCRIPTION of ITEM OR EVENT FUNDING CODE INVOICE # or STORE AMOUNT TOTAL AMOUNT** Teacher/Staff Name (if applicable) _____ Claim Reimbursement ☐ Invoice/Receipts Attached □ RECEIVED - Authorization to Pay ______ (Principal/Supervisor) □ Purchase Order Attached □ OVER \$300 - District Approval _____ ______(Superintendent) **ACCOUNTS PAYABLE VOUCHER** (PRINT ON YELLOW PAPER) Vendor, Reimburse Name, or Credit Card Vendor # CREDIT/PURCHASE CARD CREDIT CARD TYPE - □ Keybank ☐ US Bank (last 4 digits) □ Sams Club Close PO#/PLR **DESCRIPTION of ITEM OR EVENT FUNDING CODE INVOICE # or STORE AMOUNT** PO Y/N Teacher/Staff Name (if applicable) **TOTAL AMOUNT** ☐ Claim Reimbursement □ **RECEIVED** - Authorization to Pay ______ (Principal/Supervisor) ☐ Invoice/Receipts Attached Purchase Order Attached ______(Superintendent) □ OVER \$300 - District Approval _____ **ACCOUNTS PAYABLE VOUCHER** (PRINT ON YELLOW PAPER) Vendor, Reimburse Name, or Credit Card Vendor # CREDIT/PURCHASE CARD CREDIT CARD TYPE - □ Keybank □ US Bank ☐ Sams Club (last 4 digits) PO#/PLR **DESCRIPTION of ITEM OR EVENT FUNDING CODE INVOICE # or STORE AMOUNT TOTAL AMOUNT** Teacher/Staff Name (if applicable) ☐ Claim Reimbursement ☐ Invoice/Receipts Attached □ RECEIVED - Authorization to Pay ______ (Principal/Supervisor) Purchase Order Attached □ OVER \$300 - District Approval ______ (Superintendent)