REQUEST FOR DIRECT PAYMENT

DOCUMENT IN-LIEU OF PURCHASE ORDER

Adelanto Elementary School District
11824 Air Expressway
Adelanto, CA 92301
PH: (760) 246-8691
FAX: (760) 246-4201

Request for Direct payment payable to: **VENDOR:**

Quantity	Unit of Issue		Unit Price	
		ACCT CODE:		
		FREIGHT		
		TAX		
			Total	

Give a complete explanation why a Purchase Order was not initiated prior to purchase:

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Site Administrator's Approval Date Fiscal Services Approval Date

ORIGINAL ITEMIZED RECEIPTS / INVOICES FOR ALL ITEMS MUST BE ATTACHED TO THIS FORM.