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| TEHAMA COUNTY DEPARTMENT OF EDUCATION | |
| BUSINESS SERVICES | |
| A/P TRANSMITTAL | |
| DISTRICT/ORG: | |
| PREPARED BY: | |
| DATE SUBMITTED TO COUNTY OFFICE: | |
| Approval Batch ID number(s) included: _____ | |
| <i>Note: PLEASE BE SURE THAT PAYMENTS ARE IN "AUDIT" STATUS BEFORE SENDING TO COUNTY OFFICE.</i> | |
| Number of Payments included: | Number of CHECKS : |
| TOTAL CHECK AMOUNT \$ | |
| NORMAL RETURN WILL BE 5 WORKING DAYS. IF THERE IS A NEED FOR A WARRANT TO BE PROCESSED IMMEDIATELY, PLEASE INDICATE THE DATE NEEDED _____ AND <u>SUBMIT THE SINGLE INVOICE</u> IN A BATCH BY ITSELF TO BE PROCESSED. | |
| To: Tehama County Department of Education | |
| Subject: District Vendor Warrants | |
| It is hereby certified that the attached invoices and orders are proper charges against the above school district, that all goods and services described thereon have been received in the quantities indicated, and that no prior claims have been presented for any portion thereof. You are hereby authorized to prepare warrants to the order of the named payees, not to exceed the batch total stated above. | |
| AUTHORIZING SIGNATURE: | |
| | BOARD APPROVAL OR AUTHORIZED AGENT (E.C.42632) |
| DATE OF APPROVAL: | |
| SPECIAL INSTRUCTIONS: | COE USE ONLY: |
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