

Pinal County Payment Request Form

(To be used for non-purchase order payments)

PLEASE TYPE OR PRINT

- Regular Request
- Manual Request
(Requires Justification)

Date _____

Vendor Name _____

Purpose of Expenditure _____

Justification for Manual Check _____

For Finance Use Only

Vendor # _____

Voucher # _____

Batch # _____

Entered By _____

Department Approval: _____

Invoice Number	Account Code					Amount
	Fund	Cost Center/ Job Number	Account	Cost Code	Sub Ledger	

PLEASE NOTE: Finance must have original invoices or payment will not be made. If Payment is for the purchase of supplies, payment may be delayed if Board approval has not been obtained through the Purchasing Department.

TOTAL \$ -