

LINCOLN COUNTY SCHOOL DISTRICT #1
APPROVAL TO ORDER ITEMS THAT CAN ONLY BE ORDERED
ONLINE WITH PCARD

VENDOR _____

Description of Item	Quantity	Price ea.	Total
1.			
ITEM #			
2.			
ITEM #			
3.			
ITEM #			
4.			
ITEM #			
5.			
ITEM #			
6.			
ITEM #			
7.			
ITEM #			
8.			
ITEM #			
9.			
ITEM #			
10.			
ITEM #			
TOTAL			

NOTE: You must indicate the budget account to charge the requested items to. **AFTER BOTH APPROVALS, AND ORDER HAS BEEN PLACED, PRINT OUT ORDER AND ATTACH TO THIS FORM AND RETURN TO BUSINESS OFFICE**

Date Requested: _____

Requested By: _____

School: _____

1 Approval: _____

2 Approval: _____

Budget Account #	Amount
GRAND TOTAL	

Scanned/emailed _____

INV#
INV A
CK#

I certify, under penalty of perjury, that this voucher and the items included for payment are correct and just in all respects.

Date: _____

Signed: _____

PLEASE SIGN THIS VOUCHER
THANK YOU

