



INTER-OFFICE CORRESPONDENCE

Los Angeles Unified School District

TO: Head Accountant
Accounts Payable Branch

Date: _____

FROM: _____

SUBJECT: REQUEST FOR PAYMENT OF MISCELLANEOUS BILLS

1. Please pay the following bills and charge the budget line as indicated below:

Issue Warrant				
Date	To	Services Rendered		AMOUNT
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
<i>Budget Line:</i>	Fund	Functional Area	Cost Center	G/L Account
_____	_____	_____	_____	_____

2 Reason for using this payment method instead of a purchase order:

Prepared by: _____ Tel No: _____ Fax No: _____

Approved by: _____ Title: _____ Date: _____
(Site Administrator)

Documents Required:

- 1) Receipts or invoices
- 2) Other proof of payment:
 - a. Copy of canceled check (front & back)
 - b. Credit card statement