SILSBEE INDEPENDENT SCHOOL DISTRICT

PAYMENT REQUEST FORM 2021-2022

This form should be used in lieu of a requisition/purchase order for the following:
(AN INVOICE, ORDER FORM OR RENEWAL CARD MUST BE ATTACHED)
*subscriptions or renewals *membership dues *machine repairs
*orders requiring a check to accompany the order *per diem reimbursement

For all travel, please attach an approved overnight trip/field trip request form.

MAKE CHECK PAYABLE TO: _____

_____

_____

SEND CHECK TO: _____

_____

_____

EXPLANATION

Please check the appropriate explanations and complete details

☐ Per Diem: Day Travel - Students/Sponsor/Coach traveling with Students - $10.00 per meal ~
Overnight Travel – Students $10.00 per meal, Sponsor/Coach $15 Breakfast, $15 Lunch and $25 Dinner
Certification section must be completed and list of students and sponsors/coaches attending attached.

Name of Conference or Event:_____ Date of Event:_____
Of Students:_____ Sponsor/Coach Name: _____Overnight: Y/N
Of Meals:_____ # of Meals: Breakfast _____ Lunch_____ Dinner_____
Est. Time of Departure_____ Est. Time of Return_____

Certification: I certify that I will use the per diem paid to me for work-related meals expenses. If all the funds are not used then I will return any unused funds to the district within one week of travel.

Signature:_____

☐ Hotel Expense
Name of Conference or Event:_____
Reservation Dates:_____

☐ Conference and Registration Fees
Conference Dates & Location:_____

☐ Other Fees and Dues **(Please indicate if we are to mail check and registration form or return them to you)**
Organization:_____

☐ Tournament Fees
Name of Tournament:_____
Tournament Location:_____
Tournament Dates:_____

☐ Other _____

Charge to Budget Account # _____ Amount $_____

_____ _____
Signature of Teacher Date Signature of Principal Date

_____
Signature of Director of Business and Finance Date