

**Northwood  
School District**



N14463 Highway 53  
Minong, WI 54859  
715-466-2297

## PAYMENT REQUEST FORM

This form is used for requesting a [ ] check for payment or [ ] credit card check-out for purchase

**Note:** This form must be presented to check out a credit card for purchasing

**Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Department:** \_\_\_\_\_

**Date Needed:** \_\_\_\_\_

**Vendor Name:** \_\_\_\_\_

**Vendors Address:** \_\_\_\_\_

**Vendor Contact:** \_\_\_\_\_

**Amount Requested:** \_\_\_\_\_ **Account Number:** \_\_\_\_\_

**Amount Requested:** \_\_\_\_\_ **Account Number:** \_\_\_\_\_

**Amount Requested:** \_\_\_\_\_ **Account Number:** \_\_\_\_\_

**Amount Requested:** \_\_\_\_\_ **Account Number:** \_\_\_\_\_

**Amount Requested:** \_\_\_\_\_ **Account Number:** \_\_\_\_\_

**TOTAL AMOUNT:** \_\_\_\_\_

**PLEASE ATTACH ORIGINAL INVOICE, RECEIPTS, QUOTES, AND OTHER SUPPORTING DOCUMENTS**

**Approved By (Supervisor/Principal):** \_\_\_\_\_

**Signature (Supervisor/Principal):** \_\_\_\_\_

**For use by Finance Department only**

**Name:** \_\_\_\_\_

**Date Received:** \_\_\_\_\_

**Vision:** To prepare lifelong learners to be productive citizens in an ever-changing global society

*Web Address: [www.northwood.k12.wi.us](http://www.northwood.k12.wi.us)*