**Request to Issue Payment to Vendor for Services Rendered**

District administrative policy prohibits the procurement of goods and services exceeding $250.00 without first obtaining a certified purchase order. In addition, Ohio law requires that all District obligations for payment include a certification that funds are available. The CEO or CFO may authorize payment and certification of funds after services/goods have been provided in limited circumstances.

**Please complete the following information and submit to the office of the CEO, or CFO, for approval.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name of Department/School:** | | |  | |
| **Name of Supplier:** | | |  | |
| **Description of Services/ Goods:** | | | | |
|  | | | | |
| **Total Cost:** |  | | |  |
| **Account for Expenditure**: | |  | | |
| **Provide a detailed justification for this request:** | | | | |
|  | | | | |
| **Supporting Documentation Attached (if any):** | | | | |
|  | | | | |

**Approvals:**

|  |  |  |  |
| --- | --- | --- | --- |
| ***Requestor Name:*** |  | ***Date:*** |  |
| ***Financial Partner:*** |  | ***Date:*** |  |
| ***CEO or CFO:*** |  | ***Date:*** |  |