	Memphis-Sh	elby County	y Schools	PAYM	ENT F	REQUEST	Memphis, Tennes	ssee	
School/Dept./Div.							Payment		
Location Code Telephone							Request No.	Please Print	
Requisitio	ner							our reference numbe neric 10 digit maxim	
Pay to	:								
-	Address: r Number:				(***	uired) or coouro P	id Dogwoot Appli	ation from the	
Procur	ement Wel	-			e and ret	uired) or secure B urn to you for sub ess License Numbe	mitting with you		
	1		1			Invoice N	umbor or		
Fund Function		Object	Department	Location	Project	Description Attach original invoic subscription renewal	Budgetary Total		
								Payment Total	
Justificatio	on:								
A Directo	or of Maior C	Construction	/Facilities:					Date	
 A Director of Major Construction/Facilities: Project Manager: 								Date	
P Chief:								Date	
R Director - Federal Programs:								Date	
O Principal:								Date	
V Senior Accountant (Capital):								Date Date	
 E Controller, Accounting and Reporting: D Other (Title) 								Date	
	· · · ·								
Maintain	a copy of tl	nis form fo	r your reco	rds. For	question	s call Accounts Pa	ayable @ 416-540	7.	