

# PEARL RIVER SCHOOL DISTRICT

135 West Crooked Hill Road  
PEARL RIVER, NY 10965

## NON-PO PAYMENT REQUEST FORM

Instructions: For use of payments without a purchase order.				
<u>Date Requested:</u>			<u>Request Number: Business Office Use Only</u>	
<u>Requestor:</u>				
<u>Vendor #</u>	<u>Vendor Name</u>			
<u>Vendor Street Address</u>				
<u>City &amp; State</u>			<u>Zip Code</u>	
Quantity	Description	Unit Cost	Amount	Account Code
<b>Signatures For Approval</b>			<b>Total Amount Requested:</b>	
<u>Requestor</u>			<u>Date</u>	
<u>Purchasing</u>			<u>Date</u>	
<u>Assistant Superintendent for Business</u>			<u>Date</u>	