

# Sweetwater Union High School District Invoice and Receipt for Payment from Revolving Cash Fund

Date \_\_\_\_\_

Received from Dianne Russo, Custodian of Revolving Cash Fund of SWEETWATER UNION HIGH SCHOOL DISTRICT, sum of \_\_\_\_\_ Dollars \_\_\_\_\_

Vendor \_\_\_\_\_

Quantity	For Services or Supplies as Listed Below	Unit Price	Amount
	Sales Tax		
		<b>Total</b>	

NOTE: If reimbursement request involves food items and/or awards, please include specific statement referencing Ed. Code and/or District Policy and obtain appropriate additional signatures (Project Mgr.) before submitting to Finance.

CHARGE EXPENDITURES TO: Pseudo: (                    )

Fund	Resource	Year	Goal	Function	Object	Schl Code	Cost Cntr.

APPROVALS:

\_\_\_\_\_  
Principal or Department Head

Requestor's Name \_\_\_\_\_

\_\_\_\_\_  
Additional Authorization

Requestor's Signature \_\_\_\_\_

Requestor's Title \_\_\_\_\_

Site/Department \_\_\_\_\_

**For Budget Dept Use Only**

Check # \_\_\_\_\_

Record # \_\_\_\_\_