

# Pinal County Payment Request Form

(To be used for non-purchase order payments)

PLEASE TYPE OR PRINT

- Regular Request
- Manual Request  
(Requires Justification)

Date \_\_\_\_\_

Vendor Name \_\_\_\_\_

Purpose of Expenditure \_\_\_\_\_

Justification for Manual Check \_\_\_\_\_

### For Finance Use Only

Vendor # \_\_\_\_\_

Voucher # \_\_\_\_\_

Batch # \_\_\_\_\_

Entered By \_\_\_\_\_

Department Approval: \_\_\_\_\_

Invoice Number	Account Code					Sub Ledger	Amount
	Fund	Cost Center/ Job Number	Account	Cost Code			

**PLEASE NOTE:** Finance must have original invoices or payment will not be made. If Payment is for the purchase of supplies, payment may be delayed if Board approval has not been obtained through the Purchasing Department.

TOTAL \$ -