

LAKE TAHOE UNIFIED SCHOOL DISTRICT  
1021 AL TAHOE BLVD  
SOUTH LAKE TAHOE, CA 96150

AUTHORIZATION TO PAY...INVOICE / SUPPLIES REIMBURSEMENT

PURSUANT TO BOARD POLICY, YOU HAVE 10 DAYS FROM THE DATE OF PURCHASE TO REQUEST REIMBURSEMENT

**\*\*PAYMENTS WILL NOT BE PROCESSED WITHOUT A PURCHASE ORDER\*\***

DATE: \_\_\_\_\_ VENDOR # \_\_\_\_\_

VENDOR/EMPLOYEE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

REIMBURSING FOR: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

PURCHASE ORDER # \_\_\_\_\_

**FORMS WILL BE RETURNED IF NO PO IS NOTED**

TOTAL \$ \_\_\_\_\_

ADMINISTRATOR APPROVAL: \_\_\_\_\_ DATE: \_\_\_\_\_

REQUIRED

3/20/2018