CHECK AUTHORIZATION FORM

PLEASE ATTACH ALL SUPPORTING DOCUMENTATION… (EX. RECEIPTS, CONFIRMATIONS, ETC.)

DATE SUBMITTED TO FINANCE: _____08-12-24___

VENDOR- PAYABLE INFORMATION: _____

Address:_____

Vendor #:_____

FUND CODE:_____

Invoice #: _____

Purpose:_____

SUBTOTAL: _____

SHIPPING/HANDLING: _____

TAX: _____

TOTAL COST: _____

APPROVED: _____ DATE: _____
SUBMITTED BY

APPROVED: _____ DATE: _____
PRINCIPAL/DIRECTOR/SUPERINTENDENT

Updated 7/30/24

*Columbus County Schools is not tax exempt. Taxes must be added.