



# Karnes City Independent School District

Office of Finance

404 Highway 123 • Karnes City, TX 78118

Phone: (830) 780-2321 • FAX: (830) 780-3823

*Business Office Use Only*

PO# \_\_\_\_\_

Date \_\_\_\_\_

Notes:

## VOUCHER REQUEST FORM

\_\_\_\_\_  
Date

\_\_\_\_\_  
Organization/Club

\_\_\_\_\_  
Campus

\_\_\_\_\_  
Account Code

\_\_\_\_\_  
Vendor/Payee

\_\_\_\_ Mail Check to Vendor/Payee

\_\_\_\_ Return Check to Campus

\_\_\_\_\_  
Address/City/State/Zip

\_\_\_\_ Pick Up Credit Card  
(Circle one: Chase, HEB, Wal-Mart)

Items to be purchased	Quantity	Unit Cost	Total

**ORIGINAL RECEIPTS OR VENDOR'S INVOICE MUST BE ATTACHED**

Total: \$ \_\_\_\_\_

\_\_\_\_\_  
Reason for purchase

\_\_\_\_\_  
Club Sponsor's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Principal' Signature

\_\_\_\_\_  
Date