

REQUEST FOR INVOICE

Invoices for use of facilities and other site activities will be prepared by the location Business Office. Invoices for health benefits will be prepared by the District Payroll Office. All other invoices will be prepared by the District Accounting Office.

Requests for an invoice should be submitted on a copy of the Request for Invoice form 4cd-5 to the Accounting Services Supervisor. An electronic copy of this form is available on the District Office Accounting Department Insite Portal team site.