

DATE: _____

TO: FINANCE DEPARTMENT

FROM: _____

ACCT CODE USED:		REASON FOR CHANGE:
CHANGE CODE TO:		
PURCHASE ORDER:		
AMOUNT PAID:		
DATE PAID:		
CHECK NO:		

ACCT CODE USED:		REASON FOR CHANGE:
CHANGE CODE TO:		
PURCHASE ORDER:		
AMOUNT PAID:		
DATE PAID:		
CHECK NO:		

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CHECK NO:		

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PURCHASE ORDER:		
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DATE PAID:		
CHECK NO:		

Supervisor Approval: _____