

## Jackson Parish Police Jury

## **Manual Payment Request Form**

| Vend | or Name:                |                         |                  |
|------|-------------------------|-------------------------|------------------|
|      | P.O. #:                 |                         |                  |
|      | Vendor #:               | Date:                   | -                |
|      | Total Amount Reques     | ted: <u>\$</u>          |                  |
| em:  | G/L Code:               | Account Name:           | Amount:          |
|      |                         |                         | \$               |
|      |                         |                         | \$               |
|      |                         |                         | \$               |
|      |                         |                         | \$               |
|      |                         |                         | \$               |
|      |                         |                         | \$               |
|      |                         |                         | <u>\$</u>        |
|      |                         |                         | \$               |
|      |                         |                         | \$               |
|      |                         |                         | \$               |
|      |                         |                         | <u>\$</u>        |
|      |                         | TOTAL AMOUNT TO BE DISB | URSED: <u>\$</u> |
| Subm | nitter's Signature:     |                         |                  |
| Supe | rintendent's Signature: |                         |                  |

Office. Paperwork must be accompanied with two (2) adding machine tapes to verify totals before payment is processed. Any requests not in compliance will be returned to the Department for correction.