

Tulsa Public Schools

Request for Warrant to Accompany Purchaser

Attention: TPS Accounting Department
Education Service Center, Room 500

Please prepare a warrant in advance of purchase related to the approved requisition as indicated below:

Amount of Warrant Requested \$ _____
Requisition # _____
Vendor Name _____
Purpose of Purchase _____
Date warrant is needed _____
(please allow 5 working days)

Warrant to be delivered to the following site:

Information related to person accepting responsibility of warrant:

Name _____
Title or Position _____
Supervisor _____
Work site location _____

I understand that I must provide a detailed, valid receipt for goods or services purchased by this warrant within **10 days** of the date of this warrant. If a valid receipt is not received by that date, the amount of the warrant will be withheld from my pay.

Date of Signature Signature of Person Accepting Responsibility