

TEHAMA COUNTY DEPARTMENT OF EDUCATION	
BUSINESS SERVICES	
A/P TRANSMITTAL	
DISTRICT/ORG:	
PREPARED BY:	
DATE SUBMITTED TO COUNTY OFFICE:	
Approval Batch ID number(s) included: _____	
<i>Note: PLEASE BE SURE THAT PAYMENTS ARE IN "AUDIT" STATUS BEFORE SENDING TO COUNTY OFFICE.</i>	
Number of Payments included:	Number of ACH Checks
TOTAL AMOUNT \$	<i>Note: Do not mix ACH and Check Payments</i>
<p>NORMAL RETURN IS A MINIMUM OF 2 WORKING DAYS. IF THERE IS A NEED FOR A WARRANT TO BE PROCESSED IMMEDIATELY, PLEASE INDICATE THE DATE NEEDED AND <u>SUBMIT THE SINGLE INVOICE</u> IN A BATCH BY ITSELF TO BE PROCESSED.</p>	
To: Tehama County Department of Education	
Subject: District Vendor Warrants	
<p>It is hereby certified that the attached invoices and orders are proper charges against the above school district, that all goods and services described thereon have been received in the quantities indicated, and that no prior claims have been presented for any portion thereof. You are hereby authorized to prepare warrants to the order of the named payees, not to exceed the batch total stated above.</p>	
AUTHORIZING SIGNATURE:	
	BOARD APPROVAL OR AUTHORIZED AGENT (E.C.42632)
DATE OF APPROVAL:	
SPECIAL INSTRUCTIONS:	COE USE ONLY: