



San Benito Consolidated Independent School District

Office of Finance and Operations

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VOUCHER REQUEST FORM

_____ Date

_____ Campus

_____ Organization/Club

_____ Vendor/Payee

_____ Mail Check to Vendor/Payee

_____ Address/City/State/Zip

_____ Return Check to Campus

Items to be purchased	Quantity	Unit Cost	Total

Original receipts or vendor's invoice must be attached

_____ Reason for purchase

_____ Club Sponsor

_____ Principal