

LA GRANDE SCHOOL DISTRICT #1
Business Office

Paying In-District (Internal) Invoices*

Date: _____

Invoice Number: _____

Account Code to be charged:

Amount: \$ _____

Reason for Invoice:

Authorized By: _____

Date: _____

****Please attach Invoice to completed document and send to the Business Office.
Purchase Order should not be created.**

Business Office Use Only

Journal Entry Number: _____ Entered by: _____ Date: _____

Debit Account: _____

Credit Account: _____

*To pay this invoice, the Business Office will create a journal entry rather than printing a check. Copies of this form and the completed journal entry will be sent to both billing and paying schools/departments. (Past practice of creating requisitions/POs and printing checks is no longer necessary as the district now has a single checking account.)