

ROCK HILL SCHOOLS CONTRACTED SERVICES REQUEST FOR PAYMENT

The information on this form will be compiled at year-end and, if accumulated amount for the person is \$600 or more annually, reported in the form of a 1099 to the Internal Revenue Service.

NAME _____ VENDOR NUMBER _____

ADDRESS

INVOICE NUMBER _____ SIGNATURE _____

AMOUNT \$ _____ DATE RECEIVED _____

ACCOUNT NUMBER _____

SERVICE PERFORMED/EVENT: _____

SCHOOL/DEPARTMENT

PRINCIPAL/DIRECTOR

DATE

(SEND ONE COPY OF FORM TO BUSINESS SERVICES DEPARTMENT FOR APPROVAL)

APPROVED BY BUSINESS SERVICES DEPARTMENT