

**COUNTY OF SAN LUIS OBISPO
PAYMENT REQUEST**

Employer I.D. No. or _____
 Personnel No. _____
CHECK ONE

Vendor Name _____

Vendor Address _____
STREET/P.O. BOX CITY STATE ZIP

Requesting department _____

Instructions:

Payment Request shall not be considered or allowed unless it is itemized to show:

- A. Vendor's Employer I.D or Pers No
- B. Names, dates, and particular serviced rendered.
- C. Payment requests must be signed by the Vendor, approved by the head of the department before filing with the County Auditor-Controller.
- D. Vendor must make separate payment requests for each department.

I HEREBY CERTIFY that this payment request and the items, amounts and statements as therein set out are true and correct; that no part thereof has been heretofore paid; that the amount requested is justly due and is presented within one year after the last items thereof have accrued.

**VENDOR
SIGN HERE** _____ DATE _____

DATE	DESCRIPTION	AMOUNT
TOTAL		

VENDOR - DO NOT WRITE BELOW THIS LINE

COST CENTER (10 char), WBS (18 char), OR REAL INTERNAL ORDER (12 char)	STAT. INTERNAL ORDER (If column 1 is a cost center)	FUNCTIONAL AREA	ACCOUNT	AMOUNT	DESCRIPTION
VENDOR NO.	1099 YES NO	WARRANT NO	TOTAL		