

Request for Payment to U.S. POSTAL SERVICE (VENDOR # 34405)

Name:	
Extension:	
Location Name & #:	
Date Requested:	
Purchase Order #:	
Order \$ Amount:	
# of Stamp Rolls Ordered:	
Select one of the following 2 options for receiving your check:	
1. Please hold check for pickup in Accounts Payable at C.B. Young:	
Please Call:	
Phone # Extension:	
<i>Note: You will be notified when your check is ready to be picked up.</i>	
2. Please PONY check to Location:	
Location Name:	
Location #:	
Attention:	
For A/P Office Use Only:	
Invoice #:	

Please email your request to accountspayable@jefferson.kyschools.us.