



Santa Barbara Unified
Every child, every chance, every day.

720 Santa Barbara Street
Santa Barbara, CA 93101
Phone: 805.963.4338
TDD: 805.966.7734
SBUnified.org

Request for a Direct Payment

Direct Payments over \$10,000 will NOT be processed without prior Board Approval.

Vendor Name:			
Business Address:			
City:		State:	Zip Code:

Amount of Payment:	
--------------------	--

Budget Code to Charge:	
------------------------	--

Why was the purchasing process circumvented?:	
---	--

PLEASE PRINT THIS FORM AND ATTACH TO FRONT OF INVOICE WITH A W-9 (IF APPLICABLE) FOR THE COMPANY/BUSINESS. TURN ENTIRE PACKET INTO THE ACCOUNTING DEPARTMENT

Prepared By:	
Date:	

Signature of Supervisor

Date

District Office Approval