

# Pacific Charter Institute

## Vendor Voucher Request Form 2016 - 2017

**Guidelines:**

- Complete one form per vendor service requested. Multiple students may be listed on the request form. One activity per line.
- Fees listed below will be immediately charged to the student’s budget upon approval and an Approved Voucher will be issued within 5 business days. Approved Vouchers must be delivered to the vendor BEFORE services begin.
- Fees in excess of the amounts below or the allotted student budget and fees for services provided prior to receiving an approved voucher or prior to the vendor being pre-approved with PCI will be the responsibility of the parent/guardian.
- Parent/Guardian and Teacher are responsible for verification of vendor status and student budget availability
- Any changes to this request must be made within 5 business days upon receipt of an Approved Voucher.

Date of Request: \_\_\_\_\_

School Location: \_\_\_\_\_ Teacher: \_\_\_\_\_

Vendor Information

Name: \_\_\_\_\_ Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

**Parent/Guardian Acknowledgement**

- I have verified that the vendor is on the PCI Active Vendor List
- I have checked my student's budget and funds are available to cover the expenses below.
- I understand and agree to the guidelines outlined above regarding this request.

Parent/Guardian Signature: \_\_\_\_\_ Teacher Signature: \_\_\_\_\_

**NOTE:** School Resource Centers reserves the right to deny any requests that does not meet PCI’s Student Budget Policies and Procedures in addition to school addendums.

Student Name	Activity	Goal	Date(s) of service by month	Total Fee	OFFICE ONLY	
					Approved	Denied

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_