

**MODOC COUNTY OFFICE OF EDUCATION
FISCAL SERVICES**

VENDOR BATCH TRANSMITTAL

FOR DISTRICT: _____

PREPARED BY: _____

**DATE SUBMITTED
TO COUNTY OFFICE:** _____

BATCH #/ID ASSIGNED: _____

BATCH TOTAL: **\$** _____

NORMAL RETURN WILL BE 3 WORKING DAYS. If there is a need for a warrant to be processed immediately, please indicate the date needed _____ and SUBMIT THE SINGLE INVOICE in a batch by itself to be processed.

To: Modoc County Office of Education

Subject: District Vendor Warrants

It is hereby certified that the attached invoices and orders are proper charges against the above school district, that all goods and services described thereon have been received in the quantities indicated, and that no prior claims have been presented for any portion thereof. You are hereby authorized to prepare warrants to the order of the named payees, not to exceed the batch total stated above.

AUTHORIZING SIGNATURE: _____
BOARD APPROVAL OR AUTHORIZED AGENT (E.C. 42632)

DATE OF APPROVAL: _____

SPECIAL INSTRUCTIONS:

FOR COE ONLY:
