



## REQUEST TO PROCESS COMMERCIAL WARRANTS

District: \_\_\_\_\_ Request Date: \_\_\_\_\_ Run Date: \_\_\_\_\_

BATCH #	DESCRIPTION (FOR DISTRICT USE)	BATCH TOTAL
<b>Total Authorized Payments</b>		

The above referenced accounts payable batches and total payments are authorized for processing. Items processed in these batches may include payments from any one of the district's board approved funds.

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

Warrant Distribution:

- Mail & Bill District for Postage    
 Send w/ Courier    
 District will Pickup on \_\_\_\_\_  
Date

Special Warrant Distribution Instructions or Requests for Warrants to be Held:

**NOTE:** The signed authorization request must be on file in the External Business Services office before warrants will be released for production on the scheduled run date.

**COUNTY USE ONLY:**

Date Batch Closed: \_\_\_\_\_ Date Audited: \_\_\_\_\_  
Date Released for Audit: \_\_\_\_\_ Audited by: \_\_\_\_\_  
Date Received: \_\_\_\_\_