EAST CHINA SCHOOL DISTRICT

PAY REQUEST NON-EMPLOYEE

Note : Forms received in the Business Office by the 1st of the month will be paid on the 2nd pay of the month.
Forms received in the Business Office by the 15th of the month will be paid on the 1st pay of the following month.

SCHOOL **BUILDING APPROVAL**

**** Vendor Request Form and W-9 are required for Worker's 1st time payment***

Vendor ID	Worker Name	Reason for Payment	Dates Worked	$ Amount	Account #