



Runge Independent School District

600 Reiffert ~ P.O. Box 158

Runge, Texas 78151

Phone: (830) 239-4315

Fax (830) 239-4816

REQUEST FOR PAYMENT OR REIMBURSEMENT

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

Date Required: \_\_\_\_\_

AMOUNT: \_\_\_\_\_

VENDOR #: \_\_\_\_\_

BUDGET CODE: \_\_\_\_\_

AMOUNT: \_\_\_\_\_

BUDGET CODE: \_\_\_\_\_

TOTAL AMOUNT: \_\_\_\_\_

ADDRESS TO: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

REASON FOR REQUEST: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ Deliver Check to Runge ISD via Route Services

\_\_\_\_\_ Mail Check To Vendor

Requestor's Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_

Approval by Campus Principal or AD (For Athletics) \_\_\_\_\_

Date: \_\_\_\_\_

Superintendent Signature \_\_\_\_\_

Date: \_\_\_\_\_