



Dr. Jorge O. Ayala, Superintendent

## REQUEST TO PROCESS COMMERCIAL WARRANTS

DISTRICT: \_\_\_\_\_ Warrant Process Date: \_\_\_\_\_

Batch #: \_\_\_\_\_

The above referenced accounts payable batch is authorized to process, and the total funds authorized for payment are \$ \_\_\_\_\_. Items processed in this batch may include payments from any one of the district's board approved funds.

Signed: \_\_\_\_\_  
District Authorized Signature

Dated: \_\_\_\_\_

.....  
Date District Closed Batch: \_\_\_\_\_

Date District Released Batch for Audit: \_\_\_\_\_

Date District FAXED this Authorization to YCOE: \_\_\_\_\_

**NOTE: This authorization is required to be on file in the office of Business, Management & Advisory Services of YCOE before warrants can be released back to your district.**