



GLENDALE COMMUNITY COLLEGE DISTRICT
 BUSINESS SERVICES
 1500 North Verdugo Road, Glendale, California 91208
 (818) 240-1000, Ext. 5124

CONTRACTOR'S PAYMENT REQUEST/INVOICE

After all services have been provided, please complete the information below and submit for approval to the person or department who authorized the services.

DATE _____

CONTRACTOR NAME: _____

Street _____

City _____ Zip _____

Phone _____ Cell _____ Email _____

SSN/FEIN (REQUIRED FOR PAYMENT): _____

THIS PAYMENT REQUEST IS FOR WORK DESCRIBED AS FOLLOWS:

Time Period: _____

Amount/Rate/Hours: _____

CONTRACTOR: _____

SIGNATURE

FOR DISTRICT USE ONLY

ASSIGNMENT COMPLETED AND APPROVED FOR PAYMENT:

Approved By: _____
SIGNATURE PRINT NAME & TITLE

P.O. No. _____ Date of Board Meeting _____

Acct. No.	Fund (2)	Program (4)	Sub Program (1)	Tops (6)	Object (4)	AMOUNT