

**Denver Public Schools  
Accounts Payable Department**

**Advance Payment Request**

(Completed original and one copy of supporting documentation must be attached)

Account number(s) \_\_\_\_\_  
\_\_\_\_\_

|   |          |              |
|---|----------|--------------|
| Activity location   | In-state | Out-of-state |
| (Travel procedures must be followed for registration fees associated with travel) |          |              |

|                 |                         |                       |
|-----------------|-------------------------|-----------------------|
| Type of advance | Conference registration | Seminar registration  |
|                 | Field trip              | Subscription          |
|                 | Membership/fee          | Workshop registration |
|                 | Performance             | Other _____           |

|       |                |   |
|-------|----------------|---|
| Check | Mail to vendor | Hold for pick up.<br>Phone number _____ |
|-------|----------------|---|

|                       |                                  |
|-----------------------|----------------------------------|
| Make check payable to | Vendor name _____                |
|                       | Address _____                    |
|                       | City _____ State _____ Zip _____ |
|                       | Phone _____ Fax _____            |

|                             |                     |
|-----------------------------|---------------------|
| Information regarding event | Name or title _____ |
|                             | Date(s) _____       |
|                             | Description _____   |

Number of participants \_\_\_\_\_ (must attach a list of participants' names)  
 Unit cost \$ \_\_\_\_\_ Total cost \$ \_\_\_\_\_

School/Department \_\_\_\_\_  
 Requester \_\_\_\_\_  
 Address \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Phone \_\_\_\_\_ Fax \_\_\_\_\_

Approved by \_\_\_\_\_  
 Principal or Department Head

Approved by \_\_\_\_\_  
 Approval Authority

For travel--see travel procedures for approval authority.

Original (white)-Vendor-to be attached to check  
 Duplicate (yellow)-Accounts Payable  
 Triplicate (pink)-Accounts Payable Confirming  
 Quadruplicate (goldenrod)-School/Department File