

Williston School District  
12255 Main Street  
Williston, SC 29853

**CHECK/PAYMENT REQUISITION**

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

Vendor name: \_\_\_\_\_

Address: \_\_\_\_\_

Account: \_\_\_\_\_

Description of Requisition: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Amount: \_\_\_\_\_

Requested by: \_\_\_\_\_

Approved by: \_\_\_\_\_

Authorized Signature

\*Attach all receipts, order forms or invoices.