



FY26 Invoice Cover Sheet

Please use this cover sheet for invoices that are not formatted to include an invoice #. Some examples are student athletic events(track meet, tournaments, etc), student meals, and postage.

Today's Date (MM/DD/YY)	Purchase Order #
Invoice Number	
<i>Invoice formatting should be as follows: Site#.EventBriefDescription.DateOfEvent</i>	
<u>Examples:</u>	
789.Track.05/05/25, CR234.Postage.01/15/25, CR.StudentMeals.03/15/25 (<i>normal naming for single date.</i>)	
456.Tennis.03/05-07/25, CR567.Golf.04/11-13/25 (<i>multidate for an event. You would type the month, day range being the first & last day of event, & year</i>)	
If check is to be couriered, add "CR." before the site #.	
Example: CR.123.StudentMeals.03/05/25	
Amount Due(Invoice total)	
Description	
<i>If courier was requested, please provide the information below</i>	
Needed by (MM/DD/YY) :	Couriered to (location) :