

Prescribed by State Board of Accounts



ENGAGE. EMPOWER. EDUCATE.

**ECA ACCOUNTS PAYABLE VOUCHER  
SCHOOL EXTRA-CURRICULAR ACCOUNT**

Monroe County Community School Corporation  
315 North Drive  
Bloomington, IN 47401

Paid By Check

Date \_\_\_\_\_, 20\_\_\_\_

No. \_\_\_\_\_ Date \_\_\_\_\_, 20\_\_\_\_

Purchased From \_\_\_\_\_

Address\_ MCCSC - 315 E North Drive. Bloomington IN

Purchased For\_ Example: Batchelor Middle School PLTW

Delivered To\_ MCCSC – Abel Building – 1800 S Henderson Street, Bloomington IN 47401

Send Invoices To\_ inet\_tech@mccsc.edu

To The Disbursing Officer:  
The following expense is proposed, payable from the  
\_\_\_\_\_ School \_\_\_\_\_ Fund  
An invoice or bill to be properly itemized must show: kind of service, where performed, dates service rendered, by whom, rates per day, number of hours, rate per hour, number of units, price per unit, etc.

| QUANTITY | DESCRIPTION | UNIT | PRICE | TOTAL |
|----------|-------------|------|-------|-------|
|----------|-------------|------|-------|-------|

**This is a sample technology purchase for MCCSC.**

Please note the following items that must be completed entirely listed above:

**Address:**

**Purchase For:**

**Delivered To:**

**Send Invoices To:**

Signed: \_\_\_\_\_  
Person Authorized to Purchase  
(Sponsor)

I hereby certify that there is an unobligated balance in the applicable fund sufficient to pay the above order.  
Date: \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
Principal