

CROOK COUNTY CLAIM SHEET

PAYABLE TO:

DATE:

New Vendor?

If so, need W-9 (see below)

****Payments will not be processed until W-9 on file for all vendors unless for a refund/reimbursement****

Fund/Dept/Line Item	Project Code	Invoice #, Brief Description	\$\$

- Bills less than \$10,000 may be approved by a dept head or elected official.
- Bills of at least \$10,000 but less than \$20,000 require the signature of at least one County Court member.
- Purchases with a value of \$20,000 or more must have three price quotes and be approved by the entire Court.
- If you are requesting a contract payment, the contract must be approved by the County Court. A notation needs to be indicated on the initial payment of the contract. This will avoid having to get signatures every month. The County Court approval for payment will be good for the duration of the contract.

REQUESTED BY

APPROVED BY – DEPARTMENT

Approved Current Contract? Y N

COUNTY COURT APPROVAL

COUNTY COURT APPROVAL

COUNTY COURT APPROVAL