



City of San Marcos On Call Payment Requisition

Instructions for use: This form will be used to submit payment requests on approved fund allocation forms (Purchase Orders). This document does not track the total contract amount; it only applies to each fund allocation form.

Payment Request # _____

Billing Period _____

Company Name _____

Contract Name _____

Company Invoice # _____

Contract # _____

Purchase Order # _____

City Project Manager: _____

¹ FA#	Fund Allocation Amount
Total:	

Total Fund Allocations Amount	
Total Amount Previously Invoiced	
Total Amount Due This Period	
Remaining Fund Allocation Balance	

This is our final invoice for this Fund Allocation

Consultant Date

City Project Manager Date

Grant Project Manager (if applicable) Date

Grants Manager (if applicable) Date

Department Director (if applicable) Date

¹List all fund allocations that are associated with this PO.