

COURT DISBURSEMENT REQUEST FORM

STEP 1

Completed by the Court

VENDOR NAME: _____

INVOICE NUMBER: _____ (CASE #) INVOICE DATE: _____

DESCRIPTION/REASON: _____

AMOUNT DUE: _____ GL ACCOUNT: _____

Prepared by: _____ Date: _____

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STEP 2

Completed by the County

Approved by: _____ Date: _____

☐ Not Approved

Reason: _____

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STEP 3

Completed by the Court

Date check or copy is delivered to the court: _____
Date updated in CORIS: _____
Date county informed to release check: _____