



Alameda County Office of Education  
**AP WARRANT PROCESSING REQUEST**

District: \_\_\_\_\_

Instructions:

Each District may submit one AP Request per day. Complete each item on this form, sign, date and FAX along with the summary page from the **WARRANT PREVIEW REPORT** from Escape to Data Processing Operations Department, FAX (510) 670-4287 by 5:00 PM for processing for the next business day.

Total Warrants Scheduled to be printed: \_\_\_\_\_

Total Warrant Amount: \$ \_\_\_\_\_

Prepared by: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_ Phone number: \_\_\_\_\_

FAX Number: \_\_\_\_\_

Approved for Payment by: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_ Phone number: \_\_\_\_\_