

**SAF/CAF Invoice  
for  
PCard Charges**

**Date:** **6/13/2019**

**Invoice # INV0619-014**

**CAMPUS:** **408-ETA/ROOSEVELT**

<b>Date</b>	<b>AMEX Description</b>	<b>Campus Description</b>	<b>Amount</b>
5/15/2019	PERFORMANCE HOB	865-521ENG, SONYA MONTANO, TEAM ARIES	\$89.98
			<b>\$89.98</b>

**The charge listed above was processed on the SAF/CAF P Card.**

**Please issue payment by SAF/CAF wire to NEISD and  
email all information to Brenda Ketchum [bketch@neisd.net](mailto:bketch@neisd.net).**

**This invoice is due by Wednesday, JUNE 19, 2019.**

In order to validate your request for processing, you must complete the following:

- Print out this page by clicking the print icon above.
- Using the print out page as cover sheet, fax the support document to 210-805-1280 (INCLUDE AREA CODE) to electronically attach the backup to RFP.
- The RFP and supporting documents should be retained in your file for audit purpose.
- PLEASE MAKE SURE THIS PAGE IS THE FIRST PAGE WHEN YOU SEND THE FAX AND NO other BARCODES appear on your supporting documents as this could interfere with this fax cover's barcode. If your documents contain barcodes, you can black them out with a black marker, or use liquid paper or cover them with any other material.

Failure to complete these steps will cause your request to be cancelled. If you have any questions, please contact the Accounting Department at 407-0515.



046200062967

Request ID	Vendor Info.	Input By/Request By	Request Purpose	Submit Date
62967	Vendor Code: 31380 ROBERTO LOZANO JR ***** * ***** ***** ***** ***** , **, *****	Input By: Sonya Montano - 004  Request By: Sonya Montano - 408	SAF/CAF Funds Only - Employee Reimbursement	06/05/2019

Budget Code	Amount	Description
865-88-888-88-888-1296-0000	\$15.01	Reimbursement to Mr. Lozano for shipping unused Motors back to ETA from TARC Competition In Virginia.
	Total: \$15.01	

**SAF/CAF Check Request**

Sponsor Requesting:  Signature:

Pay to the Order of:  Bid #:

EID, if paying Employee:  Budget Mgr Signature (if Empl. Reimb.):

Address:

City:  State:  Zip:  Amount:

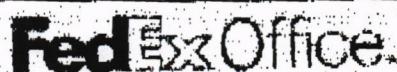
Reason:  Invoice #:

Attention:  Invoice Date:  Check Mailed   
Or  Return to Sponsor

Category Name	Category #	Amount	GL Account Code	Function Code
Engineering & Technology - Rocketry	865-521-ENG	15.01		

Office Use Only: Check # \_\_\_\_\_ Date: \_\_\_\_\_

Date: \_\_\_\_\_



Address: 10756 SUDLEY MANOR  
DR  
MANASSAS  
VA 20109  
Location: BCBKK  
Device ID: -BTC02  
Transaction: 930231631525

Ship  Ground  
19219529 2.4 lbs. (S) 15.01  
Declared Value 100

Recipient Address:  
ENGINEERING & TECH. ACADEMY  
AT ROOSEVELT HIGH SCHOOL  
ATTN: ROBERT LOZANO/  
9110 WALZEM RD  
San Antonio, TX 78218  
0000000000

Scheduled Delivery Date is 3 business days

Pricing option:  
STANDARD RATE

Package Information:  
Your Packaging  
12 x 9 x 6

Shipment subtotal: \$15.01

Total Due: \$15.01

(S) CreditCard: \$15.01  
\*\*\*\*\*3505

M = Weight entered manually

S = Weight read from scale

T = Taxable item

Terms and Conditions apply. See  
[fedex.com/us/service-guide](http://fedex.com/us/service-guide) for details.

Visit us at: [fedex.com](http://fedex.com)  
Or call 1.800.GoFedEx  
1.800.463.3339

May 19, 2019 12:24:28 PM

TARC TRAVEL

-Shipping for  
UNUSED MOTORS-  
Shipped to Roosevelt H.S

Paid for by  
R. Lozano

SAF MINUTES  
APPROVAL FOR PURCHASE

Club Name: Rocketry - Grants

SAF Account Number: 865-872GRA

Meeting Date:

I/We, officers and/or students of the said organization approve the purchase and/or reimbursement of:

1. Rental of Suburban for commuting
2. Parking
3. Team shirts
4. Parts/Supplies/Shipping for Rocket Motors/SNACKS
5. BBQ Tickets for Team, Sponsors and Parents (9 tickets)

Approved Travel Expenses: Students & chaperones

- |  |                                      |
|--|--------------------------------------|
| <input type="checkbox"/> Hotel 3 rooms         | <input type="checkbox"/> Meals       |
| <input type="checkbox"/> Airfare 5 round trips | <input type="checkbox"/> Tips        |
| <input type="checkbox"/> Taxi/Shuttle          | <input type="checkbox"/> Mileage/Gas |
| <input type="checkbox"/> Luggage Fee           |                                      |

Purpose of Purchase/Travel: To compete at the Team America Rocketry Challenge National Finals in The Plains, Virginia.

Purchasing Source: Club Sponsor  Purchase Order  Check

NEISD Approved Vendor: Yes  No  (out of state travel)

Vendor's Name:

Officer's Signature: Maxwell Bryant Print Name: Maxwell Bryant  
Officer's Signature: Whitney Hicks Print Name: Whitney Hicks  
Officer's Signature: Alex Bryant Print Name: Alex Bryant

Club Sponsor's Signature: M. Bryant Date Submitted: \_\_\_\_\_