



LEE'S SUMMIT MISSOURI

Payment Information Form

Check One:

☒ Non-PO Workflow

☐ Purchase Order

Purchase Order # _____

Please type or print - Attach to invoice or payment request - ONE REQUEST PER FORM

Vendor Name: Service Experts Heating

Address (New Vendors Only): 9040 Cody St

City: Overland Park

State: KS

Zip: 66214

Amount of Payment Request: 3

Dept. to Route to for NON PO Request: _____

Additional Info: Reimbursement for being overcharged for permit fees

Form Completed By: Kim Brennan

Date: 29-Apr-16

NOTE: ODD SIZED INVOICES & PAY REQUESTS NEED TO BE TAPED TO 8 1/2 " x 11 "PAPER

Examples of Non-Purchase Order Routing Requests

- Petty Cash Reimbursements
- Registrations-Submitted with out of town TAR
- Subscriptions/Book Orders
- License Renewals
- Ambulance Refunds
- Escrow Refunds
- Other Refunds
- Easements
- Reimbursements to Employees
- Governmental Fees & Charges
- Organizational Dues
- Postage
- Other Reimbursements

Examples of Purchase Order Matching Requests

- Contracts used as an invoice to match to a purchase order
- Internally prepared paperwork used as an invoice to match to a purchase order
- Any invoice where the purchase order is not clearly marked

Vendor # _____ (ap use only)

PERMIT SERVICE INC.

1207 NE 95th St. Kansas City, Missouri 64155
816-472-6300 – Office 816-472-6303 – Fax

City of Lee's Summit MO
220 SE Green St.
Lee's Summit, MO 64063

4/26/2016

On Thursday April 21, 2016 we purchased two permits for Service Experts Heating and A/C. One at 807 NE Lone Hill Dr. – Permit #PRRES20160917 for \$34.72 and one at 921 NW Bent Tree Dr. – Permit #PRRES20160918 for \$95.61. The total due was \$130.33 but our credit card was charged \$133.33. We are requesting a refund for \$3.00 due to the overcharge. Please send the refund to Permit Service, Inc. 1207 NE 95th St. KCMO 64155. Please let me know if you have any questions. Thank You

Chris Jones, Bookkeeper

Chris Jones, Bookkeeper
Permit Service, Inc.
816-472-6300

SERVING CONTRACTORS IN ALL FIELDS SINCE 1945



Serving Contractors in All Fields Since 1945
Let Us Do Your Legwork