



USE OF FUNDS REQUEST FORM

PRE-AUTHORIZATION OF FISCAL TRANSACTIONS

Request Date: \_\_\_\_\_ Requestor: \_\_\_\_\_ Account Balance: \_\_\_\_\_

Purpose for Request: \_\_\_\_\_

Requested Amount: \_\_\_\_\_ (Select one) Check to Vendor \_\_\_\_\_ or Reimbursement \_\_\_\_\_

Approved \_\_\_\_\_ Not Approved (Reason) \_\_\_\_\_

Principal's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Authorization to Purchase

CHECK AUTHORIZATION

Check Payable to: \_\_\_\_\_ Category Code: \_\_\_\_\_

Invoice Number \_\_\_\_\_ Invoice Date: \_\_\_\_\_

Check Number: \_\_\_\_\_ Amount Due: \_\_\_\_\_

Accounts to be Charged:	Account Name	Account Number	Amount to Pay
	_____	_____	\$ _____
	_____	_____	\$ _____

Check Amount: \$ \_\_\_\_\_ Check Date: \_\_\_\_\_

Description of Expenditure: \_\_\_\_\_

If making a payment to an individual for a service provided or a non-corporate entity, federal regulations require 1099 tracking. The payee must complete forms W-9 an Independent Contractor Agreement (ICA). These two forms and a copy of the check must be submitted to Accounts Payable in an effort to monitor payments system wide.

Instructions:

(1) Complete as many fields as possible. (2) When requesting reimbursement, attach original invoice(s) or original receipt(s). (3) Submit to Principal for approval to pay. (4) Submit to Regional for approval to pay over \$5000.00.

Principal's Approval: \_\_\_\_\_ Date: \_\_\_\_\_

Authorization to Print Check for Payment

Regional Approval: \_\_\_\_\_ Date: \_\_\_\_\_

Authorization Required for Purchases over \$5000.00

TRANSFER OF FUNDS

Transfer Amount \$ \_\_\_\_\_ Schoolbooks Batch Number \_\_\_\_\_

Account Number \_\_\_\_\_ Account Name \_\_\_\_\_

From: \_\_\_\_\_

To: \_\_\_\_\_

Explanation: \_\_\_\_\_

Submitted By: \_\_\_\_\_ Date: \_\_\_\_\_

Principal's Approval: \_\_\_\_\_ Date: \_\_\_\_\_

Authorization to Process Transfer