

Check Requests/Reimbursements

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1. Checks are printed monthly according to the Accounts Payable Schedule.
2. Invoices, Student Activity Check Requests, Request for Payment & Credit Card Approval forms, and Mileage forms should be submitted to Accounts Payable by the due date on the Accounts Payable Schedule in order to be included in the check run.
3. A purchase order should be used to request a check for items such as conference registration fees, lodging, airfare, or other prepaid items where a check is needed in advance. "Please issue check" should be typed in the Comments to Business Office area of the purchase order when a check is needed. The date the check is needed should also be listed.
4. Checks will be distributed once they have been approved to be released by the Board of Education.
5. Every Wednesday, checks will be printed to prepay any conference registration fees, lodging, or other prepaid items that cannot be included in the check run. Documentation for advance checks must be submitted to Accounts Payable within 5 days of the conference or event.

Request for Payment Forms & Credit Card Approval Forms

1. A Travel Expense Report must be completed by employees wishing to be reimbursed for preapproved conference related expenses.
2. Reimbursable mileage incurred for school district business is reported on the Mileage Expense form. Mileage Expense requests are due by the 15th of the following month. Mileage for the month of June is to be submitted by June 30th. A printed Mapquest (or similar application) indicating starting/ending points and total mileage is to be attached.
3. A Request for Payment & Credit Card Approval form can be used to reimburse employees for purchases from vendors who do not accept purchase orders.
4. The forms should be completed and signed by the employee. Original detailed receipts documenting all expenses listed on the form must be attached. No expenses will be reimbursed without a receipt. Alcoholic beverages will not be reimbursed.
5. The forms should be submitted to the appropriate administrator for authorization and assignment of an account number and then forwarded to Accounts Payable.
6. All Request for Payment & Credit Card Approval forms for the school year must be submitted to Accounts Payable by June 15.

Emergency Checks

If a check is needed outside of a check run, the following process should be followed:

1. Enter a purchase order to request the check.
2. Email Accounts Payable with a copy to the Accountant and the Director of Finance requesting an emergency check. Please include the reason for your request and the date the check is needed.