

**ABC UNIFIED SCHOOL DISTRICT
REQUEST FOR PAYMENT THROUGH IMPREST FUND
BUDGET CODING FORM**

DEPARTMENT: _____ DATE: _____

RECEIPT INFORMATION:

Receipts need to be received 30 days from date of purchase in order to allow time for processing. When requesting a check from imprest funds, original invoice/receipt must be submitted. If the vendor uses a cash register receipt, they should stamp their name and business address on the receipt. PLEASE **TAPE** (DO NOT STAPLE) invoices/receipts on the reverse side. Use additional sheets if necessary.

DESCRIPTION: (PLEASE INDICATE THE PURPOSE OF THE PURCHASE)

PERSON REQUESTING CHECK (PRINT NAME): _____

VENDOR: _____

ADDRESS: _____

MAKE CHECK PAYABLE TO: _____

(Administrator/Designee Only)

BUDGET NUMBER: _____

Note: Use of Title I, Title II, or Title III funds require district approval.

DATE OF CHECK: _____ AMOUNT \$ _____ CHECK # _____

ADMINISTRATOR'S APPROVAL: _____

Note: Administrator should not approve their own payment request. Payment request for administrator should be submitted to Cheryl Bodger (Elementary and Middle School) or Susan Hixson (High Schools) for approval.

Administrators complete this section if Federal funds (Title I, II, III) are used to purchase food.

ACTIVITY	ALLOWED	<u>ADMINISTRATOR'S SIGNATURE</u> Administrators retain back-up documents in their department (e.g. agenda, minutes, etc.).	<u>DISTRICT APPROVAL</u> Title I – Lisa Davis Title II – Carol Castro Title III – Beth Bray
Food for Staff at Professional Development, Meetings, etc.	Professional Development lasting 3.5 hours or more: AM Training 8:00 – 11:30 Breakfast only PM Training 12:00 – 3:30 Lunch only AM and PM Training (5 or more hours) Both meals		
Food for Staff Celebrations (Holidays, celebrate high student achievement, etc.)	Not allowed		
Food for Parent Meetings and Education	Reasonable snacks for parent meetings (water, coffee, cookies, etc.) or parent education. Lunch or dinner for parent education sessions lasting two or more hours.		