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.

<table>
<thead>
<tr>
<th>ACTIVITY</th>
<th>ALLOWED</th>
<th>ADMINISTRATOR’S SIGNATURE</th>
<th>DISTRICT APPROVAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Food for Staff at Professional Development, Meetings, etc.</td>
<td>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</td>
<td>Administrators retain back-up documents in their department (e.g. agenda, minutes, etc.)</td>
<td>Title I – Lisa Davis</td>
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<td>Title II – Carol Castro</td>
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<td>Title III – Beth Bray</td>
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<tr>
<td>Food for Staff Celebrations (Holidays, celebrate high student achievement, etc.)</td>
<td>Not allowed</td>
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<tr>
<td>Food for Parent Meetings and Education</td>
<td>Reasonable snacks for parent meetings (water, coffee, cookies, etc.) or parent education. Lunch or dinner for parent education sessions lasting two or more hours.</td>
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