



# Salt Lake City School District

440 East 100 South SLC UT 84111

Your Best Choice

## SCHOOL - Payment Request Form

**Required:** School fills in tracking number. Use current date mmddy format (only 1 digit for the year) Followed by an Alpha Letter A-Z. Each tracking number must be unique at your school.

School Pymnt Request Form Tracking #

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

Address \_\_\_\_\_

SCHOOL & Location # \_\_\_\_\_

Employee ID # \_\_\_\_\_

Must be 6 digits. Make sure you print your address.

OR \_\_\_\_\_

Tax ID # or SS# \_\_\_\_\_

SS# if paying Individual that is not an employee; Fed. Tax ID if paying a Business(9 Digits)

Phone # \_\_\_\_\_

Amount	Account Number				If submitting for reimbursement Where were items purchased	Description List room number first if appropriate (ie, RM 5)
	PROG	FUNC	LOC	OBJ		
Receipt # _____	_____	_____	_____	_____	_____	_____
Receipt # _____	_____	_____	_____	_____	_____	_____
Receipt # _____	_____	_____	_____	_____	_____	_____
Receipt # _____	_____	_____	_____	_____	_____	_____
Receipt # _____	_____	_____	_____	_____	_____	_____
Receipt # _____	_____	_____	_____	_____	_____	_____
Receipt # _____	_____	_____	_____	_____	_____	_____
Receipt # _____	_____	_____	_____	_____	_____	_____
<b>Total not to exceed \$1,000.00</b>				<b>You MUST make a Copy of this form and all Invoices, Receipts, for your file / backup.</b>		

### Signature

Payment Approved by: \_\_\_\_\_

Principal / Administrator Signature

Date

I verify that the above vendor has delivered goods or services to my satisfaction, and/or the reimbursement meets all the guidelines of District policies. I hereby authorize payment.

### Instructions:

- 1) No payment may exceed \$1,000. If tracking number (upper right hand corner) is not filled in, form will be returned.
- 2) If **PREPAYMENT** is required, attach School Payment Request Prepay Memo and follow Prepay Memo's instructions. (Located on the District's Website under Accounting Department's forms).
- 3) Use this form for **Principal's reimbursements**. Please allow additional processing time.
- 4) **No Travel is to be paid:** (Mileage, Per Diem, Hotel, or Out of Town conference registration) **Use Travel Forms**
- 5) All **ORIGINAL** documentation must be attached to the School Payment Request form. You Must make a Copy of this form and all Invoices, Receipts etc., for your file. Must include detailed invoices (listing everything purchased), and proof of Payment. **No payments from statements. All receipts dated prior to 6/30 must be turned in by 7/15, or they may not be reimbursed.**
- 6) For reimbursement to employees: Put **Employee ID number & address** on the form or it will be returned. Employee can only be reimbursed for supplies. No payments for services, stipend, etc. Use PAYROLL FORMS
- 7) Sales Tax is **NOT reimbursable**.
- 8) Sufficient funds must be available in applicable budgets or payment request may be denied.
- 9) Gifts can not be purchased with **DISTRICT** funds (flowers, gift certificates, etc.)
- 10) No reimbursements for technical items including: computers, monitors, printers, cameras, cell phone bills, phone accessories or payment of any cell phone, PDA items, etc.
- 11) **NO** reimbursement for DISTRICT PURCHASING CARDS (Visa, Sam's Club).
- 12) All ADULT FOOD must use the **1032 or 1033** program with **0630** object.
- 13) Do not prepare a district requisition to request a P.O. for items purchased with a School Payment Request form.
- 14) All guidelines regarding the School Payment Request will be strictly applied. (Please refer to the District Accounting manual).
- 15) This request is to be completed and RECEIVED by the Accounts Payable office **7** working days prior to the time a check is needed. (If receipts are older than 30 days, or the form is incomplete or inaccurate, allow longer processing time).
- 16) Independent contractor payments under \$1,000 must have Blue Independent Contractor form completed and attached.
- 17) If you have a potential problem with the timing of a payment, please contact Accounts Payable at 578-8316 or 578-8317.
- 18) All payments to employees will be deposited electronically (NO EXCEPTIONS).
- 19) Payments to vendor will be mailed unless other instructions are clearly indicated.

**REMEMBER You Must make a Copy of this form and all Invoices, Receipts etc., for your file!**