

ST. LOUIS PARK PUBLIC SCHOOLS ISD #283 - *Check Request Form*

INSTRUCTIONS: Use this form for transactions which do not require a Purchase Order or may not be paid with a District Purchasing Card, such as: conference/seminar registration, lodging, dues/fees/permits, consultant fees, subscriptions, employee reimbursements (available via ACH only).

1. Attach original invoice, payment document or ITEMIZED paid receipt to this form.
2. Itemized store receipts or other small odd shaped receipts should be taped to 8 ½ x 11 portrait paper.
3. Obtain necessary approval signatures.

PLEASE make any add'l copies of registrations, etc. that need to accompany the check and submit with the Check Request.

IMPORTANT: It is IMPERATIVE that you PLAN AHEAD. The Business Office must strictly observe a schedule where requests (other than emp reimbursements) **approved by Monday at 12 p.m.** will have checks issued that Friday.

Requests approved by Accounting Supervisor after this deadline will have checks issued the subsequent Friday.

NOTE: employee reimbursements are via ACH only and coincide with payroll dates.



FILL OUT THIS FORM COMPLETELY AND SUBMIT IT WITH THE SUPPORTING PAYMENT DOCUMENTATION TO THE DISTRICT OFFICE.

<i>Who should the check be payable to?</i>		Employee:	Y or N	
Name*		Today's Date:	Date Needed:	
Address:	special instructions:			
Check Distribution:	<input type="checkbox"/> US Mail	<input type="checkbox"/> ACH (emp only)	<input type="checkbox"/> PICK UP	<input type="checkbox"/> SEND INTEROFFICE

*All new vendors need a completed W9 form attached.

Requested by:		Building:	
Department:			
Reason/Purpose:	Item or service must be clearly documented, including its use and location w/in the district.	Budget Code(s):	Amount:
"I declare under the penalties of law that this account, claim or demand is just and correct and that no part of it has been paid."		Total:	\$

SIGNATURE: _____

APPROVED BY: _____

Sales Tax is NOT reimbursed to employees (see exception 2.)(MN Dept. of Revenue Sales Tax Fact Sheet 111).

1. The District tax exempt number cannot be used for purchases made by an employee. Tax exempt purchases can only be made using District purchasing system (St Louis Park Public Schools check or credit card).
2. Sales tax paid by an employee will only be reimbursed if the tax would have been imposed had the purchase been made by the School District directly. Common items on which sales tax is reimbursable are:
 - a. Lodging, car rental
 - b. Prepared food, soft drinks and candy that is reimbursable as IRS travel and off-campus entertainment expenses