

**LOS ALAMOS PUBLIC SCHOOLS**  
**ACCOUNTS PAYABLE EMPLOYEE REIMBURSEMENT FORM**

New Set Up       Update/Change

Print Name:

Mailing Address:

Email (for notification):

Contact Number:

Preferred method of reimbursement:

**Direct Deposit**

Attach completed & signed Accounts Payable Direct Deposit set-up form along with a voided copy of a check to verify account code & bank routing number. If you are currently set up for direct deposit through Payroll, you may contact them for account number/bank routing number information.

**Check**

checks will be held at Central Office (front receptionist desk) for two weeks from AP notification date. Checks must be signed for and ID verified at the time of pick up. Checks not picked up will be mailed to the address provided above. Due to the volume of checks and the extra steps required for verification and audit, check reimbursements may take an additional 2-3 days from the time they are printed to the time you are notified by AP that your check is available for pick up.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Return to Karyn Murphy/Business Services Office**