

A to Z Forms Listing by Form Location

Google Drive

- Budget Template Worksheet
- Extra Duty Time Sheet
- Fundraiser Completion Report
- Fundraiser Coversheet
- Hotel Accommodation Request
- Local Travel Expense Report (Mileage)
- Long Term Substitute Request Form
- Orenda Local Travel Mileage Charts & Maps
- Personal Services Agreement (PSA)
- Petty Cash Receipt
- Substitute Evaluation Form
- Substitute Sign-In and Out Log
- Tabulation of Monies for Deposit
- Time Clock Missed Punch Correction Form
- TRS Change of Address Form (Employee mails directly to TRS)

Frontline Central

Frontline Central forms require a selection based on your location and/or direct supervisor or the forms purpose for Athletics. Refer to the detailed information provided on the form to make your selection.

This is new for SY 24-25 and to make the transition easier for staff, forms that once had multiple versions are now labeled with "All Locations" in the forms name.

- Acknowledgement of Responsibilities for Activity Fund Sponsors
- Check Request
- Direct Deposit Enrollment Form
- Field Trip Request Form & Coversheet
- Fundraiser Request Form
- Non-Exempt Overtime/Extra Duty Request Form
- Orenda Charter School Employee Information Update Sheet
- Out-of-District Travel Form
- Reimbursement Claim Form
- Request for Accounts Receivable (AR) Fee Setup
- Request for Accounts Receivable (AR) Fee Setup for Field Trips
- Request for Extra Substitute Help Form
- Request to Add Vendor
- Training Purchase Order
- W-4

* Note: The Purchase Order (PO) forms are still a 3 part (white/yellow/pink) pre-numbered paper form that can be found at your campus front office.