

PAYMENT REQUEST FORM INSTRUCTIONS

(Detailed instructions with examples can be found in the 2023-2024 Business Office Training Materials, Section I, page 6-7)

REIMBURSEMENTS:

1. **Review the receipts for the following:**
 - a. Proof of delivery (Amazon must say "Delivered" and the date)
 - b. Payment method (no gift card payments or ebt cards are reimbursed)
 - c. Itemized of what was purchased.
 - d. No sales tax is reimbursed.
 - e. All receipts must be original and not photocopied.
2. **Fill out the top portion:**
 - a. Detail of reason for request, amount, person's name and address to be reimbursed.
3. **Assign a valid general ledger account number.** (you can use more than one).
4. **Have the Building Administrator sign, date and print name. This must be an original signature and not a stamped signature.**
5. **Keep the yellow copy for your record.**

PAYMENT OF INVOICES ON PAYMENT REQUEST FORMS:

1. **Review the invoice for the following:**
 - a. Proof of delivery/Packing Slip
 - b. Detail itemized of what was purchased, dates of service and service performed.
 - c. Invoice number, vendor information. (We can't pay by a statement or order confirmation)
 - d. Bill to Kalamazoo Public Schools (of your building name, not an individual or other entity)
 - e. No sales tax is charged.
2. **Fill out the top portion:**
 - a. Detail of reason for request, amount, vendor name and address.
3. **Assign a valid general ledger account number.** (you can use more than one).
4. **Have the Building Administrator sign, date and print name. This must be an original signature and not a stamped signature.**
5. **Keep the yellow copy for your record.**