



“Who Gets What”

Form:

Textbook Request
Budget Transfer (all funds)
Contracted Services Request for Payment
Deposits
Direct Deposit Forms (from employees)
Employee Injury Report (FAX ONLY)
Facility Rental
FMLA (Family Medical Leave Act)
Fundraiser Request, Daily Collection, Summary
Invoices
Mileage Reimbursement (if paid by Director)
Mileage Reimbursement (regular)
NC4
Prior Approval (if paid by Finance)
Purchase Requisitions
Receipts w/ Purchase Orders
Returned Checks
School Inventory
School Receipts Monthly Reports
Student Injury Report
Travel Reimbursement (if paid by Director)
Travel Reimbursement (regular)
Voluntary Shared Leave
W4 (new employees or change)
Workshop Activity

Send To:

Brenda Woolard
Erica Ormand
Michelle Mason
Christie Potts
Leigh Bond or Sheila Achziger
Kerry Holmes
Christie Potts
Mary Godley
Christie Potts
Michelle Mason or Kerry Holmes
Director
Michelle Mason
Leigh Bond or Sheila Achziger
Christie Potts
Christie Potts
Michelle Mason
Erica Ormand
Erica Ormand
Erica Ormand
Kerry Holmes
Director
Michelle Mason
Mary Godley
Leigh Bond or Sheila Achziger
Leigh Bond & Sheila Achziger