

Check ONLY One

## GRAND BLANC COMMUNITY SCHOOLS - CHECK REQUEST

- ACTIVITIES CHECK REQUESTS** received by 4:30 PM TUESDAY will be included in that week's check run
- GBCS EMPLOYEE PAYROLL REIMBURSEMENTS** are due the FRIDAY BEFORE payroll
- ACCOUNTS PAYABLE CHECKS** received by 4:30 PM TUESDAY will be included in that week's check run

Attach <b><u>ORIGINALS ONLY</u></b> of all Receipts/Invoices/Credit Card Slips/etc <i>TAPED FLAT</i> to an 8 ½ x 11 sheet of white paper <i>READY FOR SCANNING</i>	~ <b><u>NO HIGHLIGHTERS</u></b> ~ use <b>INK ONLY</b> on all Receipts/Invoices/Credit Card Slips/etc	~ <b><u>NO STAPLES</u></b> ~ use <b>PAPERCLIPS</b> for all attachments
---	--	--

**SEE BACK OF THIS FORM FOR INSTRUCTIONS/REQUIREMENTS FOR PROCESSING**

**ALL FIELDS ARE REQUIRED FOR TIMELY PROCESSING OF THIS REQUEST**

<b>Today's Date</b>	
<b>* Check Payable To *</b>	
*All new vendors must have a W-9 on file BEFORE payments can be made - Include as attachment if not in Vendor Listing.pdf file *	
<b>Amount</b>	
<b>Account Number</b>	
<b>Account Name</b>	
<b>Purpose</b>	
<b>Special Instructions</b>  Check ONLY 1 box *** unless *** you need to also specify Do Not Combine or have Additional/Other Special Instructions	<input type="radio"/> Mail Payment - use address in the system <input checked="" type="radio"/> Mail Payment to this address - need if not in the system - include if unsure  <input type="radio"/> <b>HOLD FOR PICKUP</b> by: _____ <input type="radio"/> <b>INTEROFFICE MAIL</b> to GBCS Building: N/A <input type="radio"/> <b>TRANSFER FUNDS</b> from Account Number → Check Payable To <input type="checkbox"/> <b>DO NOT COMBINE</b> with other requests to same Check Payable To <input type="checkbox"/> I have <b>ADDITIONAL/OTHER</b> Special Instructions as written below
<b>SIGNATURE:</b>	
<b>** Second SIGNATURE **</b>	
** Required if reimbursement is being requested for a group's Treasurer, Advisor, Principal, Spouse/Family	

## **CHECK REQUEST INSTRUCTIONS**

### **GENERAL INFORMATION**

- Check request forms for Activities and Accounts Payable are due on Tuesday by 4:30 pm to be included in Friday's check run.
- GBCS employee reimbursements from General Fund accounts are due the Friday before the scheduled pay date.
- All administrator reimbursements must have a second signature from the Deputy Superintendent which may take up to two business days.
- Requests may be delayed if the form is missing information, contains insufficient supporting documentation or the W9 form is not on file.
- Refer to the Payments for Temporary Positions flyer if the individual is paid for providing a service to a GBCS group such as assisting the coach, marching band staff, choreographer, etc.
- Student Activities:
  - Only the approved signer(s) for the account can request a check.
  - Donations from a fundraiser must include a copy of the bank deposit showing the matching dollar amount and the fundraiser flyer.
  - If the account does not have the funds to cover the request, the check will not be issued. Accounts cannot have a negative balance.
  - Reports are automatically emailed on the 15<sup>th</sup> of the month showing the balance from the prior month.
- Restaurant and catered food purchases (meals, desserts, drink, etc.) must include documentation from the establishment showing each food item purchased with associated quantities and costs.
  - Identify who the food was for.
  - No alcohol allowed.

### **PAYMENTS TO BUSINESS VENDORS**

- Current W9 and vendor forms must be on file.
  - New W9 forms require approval before a check can be issued. Plan accordingly as this process can take up to two business days.

### **REIMBURSEMENT PAYMENTS**

- Receipts, invoices, credit card slips for reimbursement requests must show the transaction as Paid in Full and a zero-balance due.
- Amazon purchase reimbursements must include the Amazon invoice after the item(s) ship. To print the invoice: Log into your Amazon account | go to Your Order | select Invoice | select Print for your records. No screenshots are allowed.
- GBCS will not reimburse purchases made with credit card points, store rewards or credits.
- GBCS reimburses for mileage. Fuel purchases are typically not reimbursable. Complete the online form <https://www.gbcs.org/Page/86> and attach to the check request form.