

AUBURN SCHOOL DISTRICT NO. 408

**915 4th NE, Auburn WA 98002
253-931-4935 Accounts Payable**

PAYMENT REQUEST BY WARRANT

Fund:	School/Dept:
DATE:	ACCOUNT CODE:

Payee Name and Address (One Person or Company per Form)	Amount	Explanation (Attach Subscription Form, Invoice or Receipt)
Total	\$	

ALLOWABLE PAYMENT REQUESTS:

- a. Refunds to students and parents for fines, camp fees, summer school, etc.
- b. Postage for meters and stamp rolls.
- c. Interfund payments between ASB, General and Capital Projects funds.
- d. Reimbursements up to \$250 per form for books and supplies.
- e. Reimbursement to Administrators, Certificated, Prof-Tech, and Office Professional staff for approved college credit classes.
Official transcript must be attached as well as receipt for tuition payment.
- f. Subscriptions. ATTACH SUBSCRIPTION FORM.
- g. Tax payments, investment fees, attorney and auditor fees, insurance payments.

NOTE:

Payments are made twice a month at the regularly scheduled Board meetings.
Requests must be in the accounts payable department the Monday prior to a Board meeting to ensure payment at that Board meeting.

CERTIFICATION

I hereby certify under penalty of perjury that this is a true and correct claim as described and that the claim is just, due and an unpaid obligation of Auburn School District No. 408

CLAIMANT	DATE
Principal/Supervisor	DATE
Supervisor	DATE
Auditing Officer	DATE