



# Informed K12 Guide for NMCUSD Staff



North Monterey County Unified is going paperless!

- **A link** is all you need to fill out a form online with Informed K12
- **Admin + Admin Assistants will also have accounts** to help approve, track, and manage pending requests

## How to initiate an Expense Voucher on Informed K12

1. **Access your form:** Links to forms can be found on the [district website](#). Enter your name + email, then click "Go to form."

2. **Fill out the form:** Say more about what you are requesting

- Red fields are required, yellow are optional fill
- If you are an employee and do not know your budget code, your Admin Assistant can help complete this as the next step
- Ignore fields that are not fillable; these will be updated at a later step

3. **Save progress as needed:** Click "Save Progress" in the top right corner, if you start a request but aren't ready to submit it yet. You'll get a link to the draft by email, so you can edit and submit at a later date.

Attachments View/Print Blank Form Save Progress

NORTH MONTEREY COUNTY UNIFIED SCHOOL DISTRICT  
Employee Expense Voucher

Employee: Full Name Site: Select... EID: 000000

FUND	RESOURCE	YEAR	GOAL	FUNCTION	OBJECT	SUB-OBJECT	SITE	LOCAL	MANAGER	AMOUNT
XX	XXXXX	X	XXXXX	XXXXX	XXXXX	XX	XXXX	XXXXX	XXXXX	number
XX	XXXXX	X	XXXXX	XXXXX	XXXXX	XX	XXXX	XXXXX	XXXXX	number
XX	XXXXX	X	XXXXX	XXXXX	XXXXX	XX	XXXX	XXXXX	XXXXX	number
XX	XXXXX	X	XXXXX	XXXXX	XXXXX	XX	XXXX	XXXXX	XXXXX	number

ENSURE THAT ALL RECEIPTS, MAPS, & PAPERWORK ARE ATTACHED EXPENSES ARE DUE TO DISTRICT WITHIN 2 WEEKS

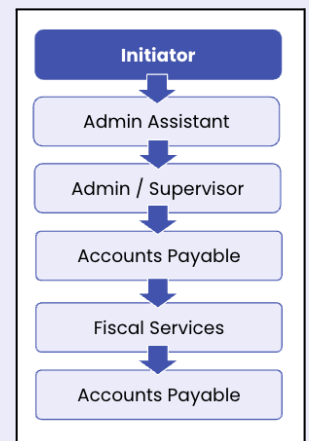
Date	Description of Expense and Justification	Expenses	Miles
mm/dd/yyyy		number	number
mm/dd/yyyy		number	number
mm/dd/yyyy		number	number
mm/dd/yyyy		number	number
mm/dd/yyyy		number	number
mm/dd/yyyy		number	number
mm/dd/yyyy		number	number

Click to sign here 1/20/2026  
Employee signature Date

4. **Sign your request:** Add your e-signature to confirm.

5. **Submit to the next approver:** Find "Continue" to submit your completed form. Select your school site or department from a dropdown, then select "Send to recipient."

6. **Understand the approval process:** Behind the scenes, your request will move through a full approval process until it is eventually approved to be paid out.

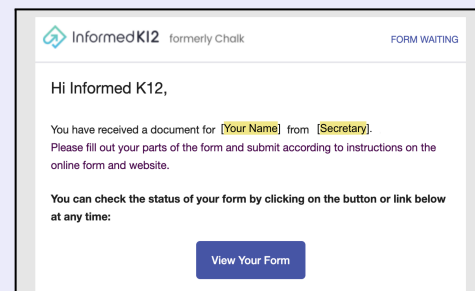


7. **Check your email:** You'll get a copy of your initial request now, then a copy of the completed form later – refer back to this link at any point to check progress!

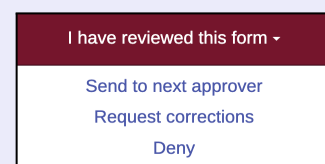
**Questions?** Check out our [Help Center](#) or email [Support@InformedK12.com](mailto:Support@InformedK12.com)

## How to approve forms with Informed K12

- 1. Access your form:** You will be notified when a request has been sent to you by email *and* through Informed K12
- 2. Follow the link:** Click "View Your Form" to review and complete your sections
- 3. Take action on the form:** At the bottom of your window, you'll see an option to click "I have reviewed this form"

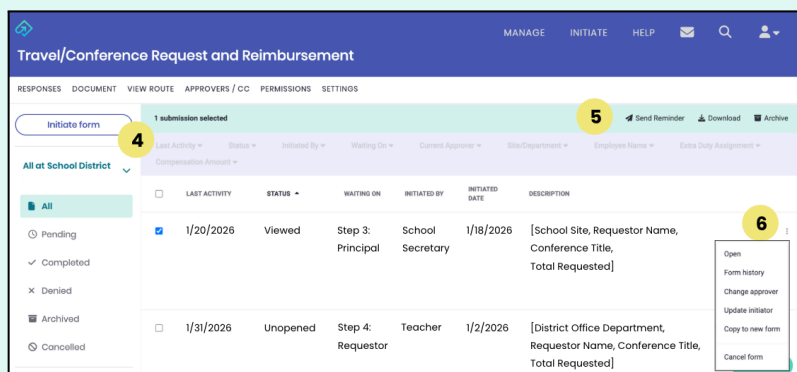
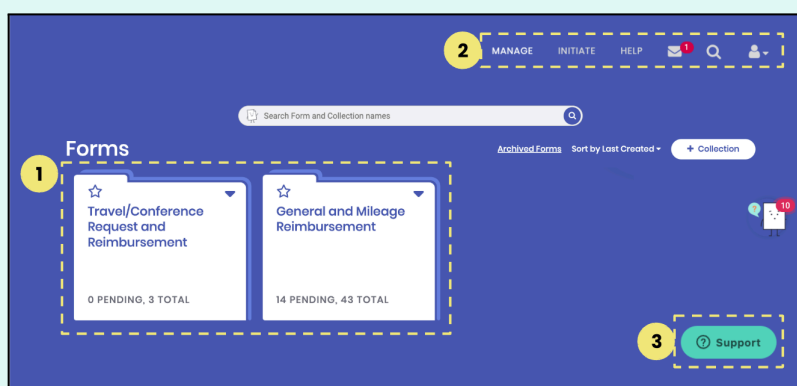


- **Send to next approver:** If all is in order, send it to next approver and select the person's role/email from a dropdown
- **Request corrections:** If something isn't right, send it back to an earlier initiator/approver with a note about what needs updating
- **Deny:** If the request is not appropriate, you can deny it — this will kill the form, removing it from the approval process altogether



- 4. Check status:** Monitor your form's progress via the Responses page (below)

## Navigating within Informed K12's Home Page + Responses Page



- 1. See submissions:** Click a form to see everything you have submitted, approved, or helped manage for a site/dept
- 2. Manage pending requests:** In addition to email notifications, the envelope icon will alert you when a request is waiting on you
- 3. Contact support:** Connect with IK12!
- 4. Initiate form:** Start a new request
- 5. Send reminders, download:** Select a pending submission (or multiple) to send a reminder, and bulk download data as a PDF or CSV
- 6. Cancel or copy forms:** Click to the right of a submission to see an option to view, cancel, or copy the existing request