Columbus Family Academy

**Payment Request Form**

**Office Use Only**:

Date Received:

\_\_\_\_\_\_/\_\_\_\_\_\_/\_\_\_\_\_

Check #:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please check one:

🞎 Advance Payment Request (Attach invoice or contract)

🞎 Reimbursement Request (Attach receipt)

🞎 Transfer of funds

**Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Amount:** $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Account Name**

Please check one:

🞎 PTO

🞎 Donations

🞎 Health Grant

🞎 8th Grade

🞎 Middle School

🞎 Band

🞎 Shining Stars

🞎 Safety Patrol

🞎 Good Morning Columbus

🞎 Student Government

🞎 Library

🞎 Spanish Week

🞎 PBIS/SUBIR

🞎 Columbus Cupboard

**Description:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\***

Columbus Family Academy

**Deposit Form**

**Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

🞎 **Cash Amount: $** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 🞎**Transfer Amount**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

🞎 **Check Amount: $**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Check #**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Description:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Check Issuer**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Account Name**

Please check one:

🞎 PTO

🞎 Donations

🞎 Health Grant

🞎 8th Grade

🞎 Middle School

🞎 Band

🞎 Shining Stars

🞎 Safety Patrol

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🞎 Library

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🞎 PBIS/SUBIR

🞎 Columbus Cupboard

🞎 Good Morning Columbus

**Columbus Family Academy – School Budget**

**Reimbursement/Advanced Payment &**

**Deposit Guidelines**

The budget team will meet once a week – Mondays @ 9:00 AM

Please adhere to the following guidelines when requesting a payment

(in advance or a reimbursement) and/or making a deposit.

Payments

* Submit the attached request form, indicating what account you are requesting payment from
* Activities for which payments are being requested, must be previously approved by the SPMT, ie: field trips, food, supplies, etc…
* Advance payments must have an invoice or a contract attached to the request form
* Allow at least one week for advance payments to be processed
* Submit request for payment at main office
* Reimbursement requests must be submitted with a receipt
* Submit receipts and reimbursement request forms no longer than one month after purchase. Receipts that are older than one month will not be processed.

Deposits

\*All money fundraised by teachers and/or students **MUST** be submitted to the main office immediately.

* Include Deposit Form
* Please do **NOT use staples**! If needed, please use papers clips for any cash/check that you wish to attach to a deposit form and/or tape for the outside of the envelope.
* Place money in a sealed envelope
* Write the dollar amount and the name of person submitting the money on the outside of the envelope

Staff will be responsible for all money left in their care!