REGISTRATION FEE(S) CHECK REQUEST

GADSDEN CITY BOARD OF EDUCATION

DATE: _____ **PO #** _____

Registration Fee Amount per participant $ _____

Number of Participants x _____ =

Total Amount of Check $ _____

Name of Participants:

_____ _____ _____

_____ _____ _____

Payable To: _____

Address: _____

_____

Cost Center (School) # _____ Fund(s) Charged: _____

Account # _____

Return Check to Cost Center:_____ OR Mail Check to Vendor: _____

Requested by: _____ Date: _____

Approved by Supervisor of Funds: _____

Superintendent's Signature: _____ Date:_____

The following documentation MUST be attached:

1. **Approved AESOP confirmation** received by email from "NetPost"
2. Copies of registration form(s)
3. Original registration form(s) must be attached if Accounting Department is mailing the check to the vendor.
4. Proof of payment to vendor if the school is to be reimbursed (receipt, invoices, etc.)

APPROVING SUPERVISORS OF FUNDING SOURCES

Homeless/Title I Schoolwide/Title III/ELL - Hector Baeza
Special Education - Sharon Maness
Technology and Career-Tech - David Asbury
Title II Professional Development - Rhonda Perry
21st CCLC/Community Education - Hector Baeza

Revised 9/2018