

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 - Nancy Blackwood
 Special Education - Sharon Maness
 Technology and Career-Tech - David Asbury
 Title II Professional Development - Rhonda Perry
 21st CCLC/Community Education - Hector Baeza/Felicia Simpson (send to Community Education Office)