

CHECK REQUEST:

revised 8/08

REGISTRATION FEE(S)

GADSDEN CITY BOARD OF EDUCATION

Date _____

Registration Fee: \$ _____

Number of Participants x _____

Amount of Check \$ _____

Payable To: _____

Address: _____

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

Account #: _____

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

Requested By: _____

Approved By Supervisor of Funds: _____

Superintendent's Signature: _____ Date: _____

Must attach the following:

1. **Approved** Professional Leave Form
2. Copies of registration form(s) for documentation
3. **Original** registration form(s) must also be attached if Accounting Dept. is to mail a check to the vendor
4. Proof of payment to vendor if the school is to be reimbursed (receipt, invoices, etc.)

Fund Supervisors

Rick Arthur	David Asbury
AL Reading Initiative, Title II & State PD	State/Local Technology, EETT Grants, Career-Tech
Charlotte Campbell	Rhonda Perry
Title I, Homeless, Program Improvement, Even Start, Reading First, ELL	Special Education
Mary Inzer	Larry Weathers
21 st Century, Community Ed/EMC	State At-Risk