REGISTRATION FEE(S) CHECK REQUEST

GADSDEN CITY BOARD OF EDUCATION

DATE:					PO	#
	Registration Fee Amount per participant Number of Participants				\$	
	Number of Fa	rticipants			х	=
		Total Amou	otal Amount of Check		\$	
Name of Pa	articipants:					
	:					
Address:						
	-					
Cost Center (School) # Fund(s) Ch					ged:	
Account #						
Return Che	eck to Cost Cente				eck to Vendor: _	
Requested	by:				Date:	
Approved l	by Supervisor of	Funds:				
Superinten	ndent'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. <u>Original</u> 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