

Sarah Smith Education Foundation

2017-2018 Payment Request Form

*****BOTH SIDES OF FORM MUST BE COMPLETED*****

Purchase Order Reimbursement Request Supplier Payment Request Notice of Receipt

Purchase Order #: _____ Date: _____

Name & Phone # of Requestor: _____

Vendor Name: _____

Vendor Address: _____

Code	Description	Quantity	Individual Price	Total

Invoice Billing Address:

Sarah Smith Education Foundation
4279 Roswell Road NE
Suite 102 #226
Atlanta, GA 30342

Shipping Address:

Sarah Smith Elementary School
Attn: _____
 370 Old Ivy Road NE
 4141 Wieuca Road NE
Atlanta, GA 30342
(Please mark correct box!)

The undersigned certifies that the funds being requested are for SSEF-approved activities, consistent with the current year budget.

Amount Requested: \$ _____

For: _____

SRS Administration Approval: _____

SSEF Director-In-Charge of Approval: _____

Check Payable to: _____

PLEASE NOTE CHANGES TO REIMBURSEMENT POLICY BELOW. SSEF requires receipts for ALL expenses.

SSEF WILL NOT reimburse any expenses submitted without receipts.

(For internal use only) Apply to: (check one)

	<i>SSEF Funding</i>		<i>Language Arts and Reading</i>
	Agendas		Classroom Libraries
	Dual Immersion		Handwriting
	<i>Enrichment Programs</i>		Jr. Great Books
	Academic Competition Programs		Media Center
	International Travelers		Reading Assessment
	<i>Faculty Support</i>		Root Word Books
	Assistant Principal		<i>Math</i>
	Classroom Subsidies		Math Manipulatives
	Copier Expense		On-Line Math Programs
	Instructional Materials/Supplies		<i>Science and Social Studies</i>
	Principal		Captain Planet
	Staff Development (Teacher Mentors)		High Touch/High Tech
	Staff Retreat		Science Lab
	Teacher Initiatives (Faculty Grants)		Social Studies Resources
	Technology Integration		<i>Specials</i>
	Training		Art
	<i>Facility Support</i>		French
	Cintas- Mat Service		Music Equipment
	<i>International Baccalaureate</i>		PE Equipment
	IB Inquiry Materials (and Resources)		<i>Tutoring and Enrichment</i>
	IB Programming		Tutoring and Enrichment
	IB Regional Conference/Training		
	IBGA Dues		

*****IMPORTANT NOTICE*****

Payment of bills will be delayed if the following steps are not performed:

- Bills will not be paid without notice of receipt of goods. Make sure to include packing slip(s) with this form.
- Receipts must be attached for ALL travel and entertainment. SSEF will not reimburse without proper receipts.
- Total the receipts and verify total agrees with the check request.
- If prepaid or to be paid directly to the supplier, attach the original invoice/receipt.
- Obtain authorization (signature) from SRS administrator in charge of the function/activity who will then forward to the SSEF.
- Contact SSEF Treasurer, Christina Gonzalez, at christinaweida@hotmail.com with any questions.