

MILLARD PUBLIC SCHOOLS

Request for Accounts Payable Check
Group Meal or Workshop/Conference Sustenance

This check should be made payable to:

Vendor: _____ Tax I.D.# _____

Street: _____

City: _____ State: _____ Zip Code: _____

Amount: _____ Charge Account #: _____

Amount: _____ Charge Account #: ___aaa_____aaa

Vqcr'""aaaaaaaaaaaaaa

Purpose of Meeting _____

Or Workshop Title _____

Date of Event _____

MPS Site _____

Attendees* _____

Attach all relevant documentation (receipts/agenda, etc.)

Signature of Requester _____ Date: _____

Approval Signature: _____ Date: _____

*Attendees are to be listed individually unless an appropriate group title would clearly define those in attendance. Meals may not be provided for spouses. In instances where the total charge includes meals not eligible as a District expense, a personal check should be attached for the appropriate amount.