

IMPREST CHECK REQUISITION
Requires Exec. Dir. Approval

BOARD BILLS REIMBURSEMENT
Requires Admin. Assist. Approval

Requestor: _____ Date _____

Reason _____

If conference/professional meeting, give date(s): _____

Make check payable to: _____ Amount: _____

Mailing Address: _____
(if not included on back-up)

SSN(for contractors): _____

Receipts Attached? YES NO Date receipts can be expected _____

NOTE: Attach receipts for conference/meeting to PAEC Form 313; after actual expenses are approved by supervisor, Form 313 is submitted to Accounts Payable Office.

Principal/Supervisor Approval

Executive Director Approval

Administrative Assistant Approval

FOR OFFICE USE ONLY

Budget Code _____
PAEC 363 (2/91)

Check number _____