

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'""aaaaaaaaaaaaaaaa

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.