

GRANDVIEW ISD

Procedures for Accounts Payable Checks

Requests for checks (workshops, registration, field trips, tournament entries, reimbursements, etc) must be turned in to your Campus Secretary on a Requisition Form to be approved by your Principal and sent to the Administration Office in order to process a school check. Request must be received by the Administration Office one week in advance of the needed date.

Date needed must be written on Requisition Form for Administration.

Approved requests for checks not following these procedures will be returned to you so that you can make arrangements to either write a personal check or have the Principal write a check from his/her Campus Activity Account. Then proper documentation must be sent to Administration requesting a reimbursement for the Approved request.

Thank you,

Grandview ISD Administration