



Northern Virginia Experimental Chinese School

Disbursement Request Form-Teacher Expense

Handling Instructions: Checks distribute day is same as pay day, all requests must allow at least one week of ECS processing time.

Mail: First class mail, please allow 5 business days of mailing; please provide mailing address, phone number below to process the mailing.

Pickup: Stop by office before 4:00pm on the Sundays in the 3rd week of each month.

Make check payable to:		Amounts:	
Mailing Address / phone number: (required if check by mail, first class only,		<i>By completing/signing or approving this disbursement request, you are certifying that: (a) you have reviewed each expense submitted for payment (b) you are familiar with the facts and circumstances relevant to the approval (c) the request for payment and approval comply with all applicable ECS policies Please also refer to ECS Finance rules and regulations posted for all standard and related process.</i>	
Preparer's Signature	Date	Approver's Signature	Date
Prepared by (print name)		Approved by (print name and title (required)) <input type="checkbox"/> Board <input type="checkbox"/> Officer	

Explain purpose of payment. This is required to process your invoice. (Attach original invoice. Backup must show amount to be paid and item descriptions.

Line	Expense Date	Invoice Number	Amount	Purpose (Please be check if they are class material or prize for student)			Notes:
				Class materials	Prize	Details	
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							
16							
17							
18							
19							
20							
Total							

FOR ACCOUNTING USE ONLY:

Vendor Name	Payable Check Number	Finance Notes	
Processed By	Date	Entered By / Date	Received By / Date / Amount