

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.