

A to Z Forms Listing by Form Location

Google Drive

Budget Template Worksheet
Extra Duty Time Sheet
Fundraiser Completion Report
Fundraiser Coversheet
Hotel Accommodation Request
Local Travel Expense Report (Mileage)
Long Term Substitute Request Form
Orenda Local Travel Mileage Charts & Maps
Personal Services Agreement (PSA)
Petty Cash Receipt
Substitute Evaluation Form
Substitute Sign-In and Out Log
Tabulation of Monies for Deposit
Time Clock Missed Punch Correction Form
TRS Change of Address Form (Employee mails directly to TRS)

Frontline Central

Remember to choose the correct form for your purpose/campus. Failure to choose the correct version will delay the approval/processing time of your request.

- Gateway Prep staff will always use the GCPS version of the form. If the request is related to Athletics, please use the forms labeled "(for Athletic Director Approval)".
- All other campuses will use the forms without the GCPS designation.

Acknowledgement of Responsibilities for Activity Fund Sponsors
Check Request
Direct Deposit Enrollment Form
Field Trip Request Form & Coversheet
Fundraiser Request Form
Non-Exempt Overtime/Extra Duty Request Form
Orenda Charter School Employee Information Update Sheet
Out-of-District Travel Form
Reimbursement Claim Form
Request for Accounts Receivable (AR) Fee Setup
Request for Accounts Receivable (AR) Fee Setup for Field Trips
Request for Extra Substitute Help Form
Request to Add Vendor
Training Purchase Order
W-4

* Note: The Purchase Order (PO) forms are still a 3 part (white/yellow/pink) pre-numbered paper form that can be found at your campus front office.