

# A to Z Forms Listing by Form Location

## Google Drive

- Budget Template Worksheet

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- Extra Duty Time Sheet

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- Field Trip Coversheet

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- Fundraiser Completion Report

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- Fundraiser Coversheet

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- Hotel Accommodation Request

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- Local Travel Expense Report (Mileage)

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- Long Term Substitute Request Form

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- NBS Valic 403b and 457b Salary Reduction Agreement

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- Orenda Local Travel Mileage Charts & Maps

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- Personal Services Agreement (PSA)

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- Petty Cash Receipt

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- Substitute Evaluation Form

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- Substitute Sign-In and Out Log

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- Tabulation of Monies for Deposit

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- TRS Change of Address Form (Employee mails directly to TRS)

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## 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.
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- Acknowledgement of Responsibilities for Activity Fund Sponsors

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  - Check Request

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  - Direct Deposit Enrollment Form

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  - Field Trip Request Form

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  - Fundraiser Request Form

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  - Non-Exempt Overtime/Extra Duty Request Form

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  - Orenda Charter School Employee Information Update Sheet

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  - Out-of-District Travel Form

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  - Reimbursement Claim Form

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  - Request for Accounts Receivable (AR) Fee Setup

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  - Request for Accounts Receivable (AR) Fee Setup for Field Trips

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  - Request for Extra Substitute Help Form

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  - Request to Add Vendor

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  - Time Clock Missed Punch Correction Form

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  - Training Purchase Order

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  - W-4




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\* 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.

# Where to Find Forms

The title of each section below is the same as the Business Office Docs folder on Google Drive that contains the forms as well as additional information, samples, and examples. [Click Here](#) for Google Drive Business Office Docs.

\* Forms can be found in multiple folders depending on their purpose. For example, the Check Request Form is needed to request a check payment to a vendor. It is found in the Accounts Payable (AP), Activity Fund, Fieldtrips and Fundraisers folders since each of those activities could need the form.

 Drive	This Form is found in Business Office Docs on Google Drive
 frontline education	This Form is found in Frontline Central. <a href="#">Click Here</a>
	The Purchase Order (PO) Form is a 3 part pre-numbered paper form that can be found in your campus front office

Accounts Payable - Budget, Check Requests, PO's & Reimbursements
Budget Template Worksheet
Check Request *
Consultant Time Sheet
Direct Deposit Forms for Vendors
Personal Services Agreement (PSA)
Purchase Order (3 part pre-numbered form)
Reimbursement Claim Form
Request to Add Vendor
Training Purchase Order
W-9 Form for New Vendors

Fundraisers
Check Request *
Fundraiser Completion Report
Fundraiser Coversheet
Fundraiser Request Form
Purchase Order (3 part pre-numbered form)
Tabulation of Monies for Deposit

Accounts Receivable - Money & Fees Collected, Deposits (Cash/Check/Credit Card)
Fundraiser Completion Report
Fundraiser Request Form
Petty Cash Request Form
Request for Accounts Receivable (AR) Fee Setup
Request for Accounts Receivable (AR) Fee Setup for Field Trips
Tabulation of Monies for Deposit

Payroll Forms & Information
Extra Duty Time Sheet
NBS Valic 403b and 457b Salary Reduction Agreement
Non-Exempt Overtime/Extra Duty Request Form
Orenda Charter School Employee Information Update Sheet
Orenda Employee Direct Deposit Enrollment Form
Personal Services Agreement (PSA)
Time Clock Missed Punch Correction Form
TRS Change of Address Form (Employee mails directly to TRS)
W-4

Activity Account Sponsors
Acknowledgement of Responsibilities of Faculty Sponsors of Student Activity Fund Groups
Check Request *
Fundraiser Completion Report
Fundraiser Request Form
Purchase Order (3 part pre-numbered form)
Reimbursement Claim Form
Tabulation of Monies for Deposit

Substitute Documents
Long Term Substitute Request Form
Request for Extra Substitute Help Form
Substitute Evaluation Form
Substitute Sign-In and Out Log

Training Materials - Reference Guide & Sample Forms
Orenda Business Office Reference Guide (Searchable)

Field Trips
Check Request *
Field Trip Coversheet
Field Trip Request Form
Purchase Order (3 part pre-numbered form)
Request for Accounts Receivable (AR) Fee Setup for Field Trips
Tabulation of Monies for Deposit

Travel/Mileage & Professional Development Forms
Hotel Accommodation Request
Local Travel Expense Report (Mileage)
Orenda Local Travel Mileage Charts & Maps
Out-of-District Travel Form
Training Purchase Order