

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.

Accounts Payable - Budget, Check Requests, PO's & Reimbursements

- Budget Template Worksheet
- Check Request *
- Consultant Time Sheet
- Direct Deposit Forms for Vendors
- Purchase Order (3 part pre-numbered form)
- Reimbursement Claim Form
- Request to Add Vendor
- Training Purchase Order
- W-9 Form for New Vendors

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

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

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



This Form is found in Business Office Docs on Google Drive



This Form is found in Frontline Central. [Click Here](#)



The Purchase Order (PO) Form is a 3 part pre-numbered paper form that can be found in your campus front office

Fundraisers

- Check Request *
- Fundraiser Completion Report
- Fundraiser Coversheet
- Fundraiser Request Form
- Purchase Order (3 part pre-numbered form)
- 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
- Time Clock Missed Punch Correction Form
- TRS Change of Address Form (Employee mails directly to TRS)
- W-4

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)

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

A to Z Forms Listing by Form Location

Google Drive

- Budget Template Worksheet
- Extra Duty Time Sheet
- Field Trip Coversheet
- Fundraiser Completion Report
- Fundraiser Coversheet
- Hotel Accommodation Request
- Local Travel Expense Report (Mileage)
- Long Term Substitute Request Form
- NBS Valic 403b and 457b Salary Reduction Agreement
- Orenda Local Travel Mileage Charts & Maps
- Petty Cash Receipt
- Substitute Evaluation Form
- Substitute Sign-In and Out Log
- Tabulation of Monies for Deposit
- TRS Change of Address Form (Employee mails directly to TRS)

Frontline Central

- Acknowledgement of Responsibilities for Activity Fund Sponsors
- Check Request
- Direct Deposit Enrollment Form
- Field Trip Request Form
- 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
- Time Clock Missed Punch Correction Form
- 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.