



band | choir | theatre | dance

Willow Glen Performing Arts Boosters

Bringing the Arts to Life For Our Middle & High School Students

WGPAB Payment Request Form (release of funds)

Date: _____ Submitted by: _____ School: _____

FARF # _____ Amount Pre-Approved: \$ _____ (Leave this line blank if submitting FARF now)

___ Reimbursement (to SJSUD, school or individual) or ___ Payment of Invoice (by ___ check or by ___ card)

Payable to: _____ Deliver check to school office? ___ YES ___ NO

If no, provide mailing address, any required memo, and/or instructions for payment by credit card.

Does this request cover **all** expenses associated with the relevant FARF? ___ YES ___ NO

If no, when are/were other expenses requested? ___ previously ___ same time ___ future

Please list all items and services for which you are currently requesting payment Itemization should match the attached receipts / invoices	Amount to be payed
Total payment for this payee	

Principal Approval: Please verify

- that the items and/or services are appropriate for the intended use, as described in relevant FARF,
- that appropriate procurement procedures have been followed.

Principal / designee (print)

Principal / designee (signature)

Date

Please submit this principal-approved Payment Request Form to the WGPAB mailbox at your school office. Copies of itemized invoices/receipts must be attached. Send an unsigned copy to willowglenpab@gmail.com

WGPAB Release of Funds / Payment APPROVAL to be completed at next scheduled board meeting

Date Received: _____ By: _____ RoF# _____

Board review date _____ Board approval YES NO Amount Approved: \$ _____

WGPAB Mission:

To promote and support the performing arts education and development opportunities, programs, and activities, for all students at Willow Glen Middle and High Schools

WGPAB Payment Request Form Instructions

Fillable Allocation (FARF) and Payment Request Forms are available at <https://wgpab.org/forms/>.

This form is for the use of teachers, administrators, PAB board members and parent producers.

It is the mechanism by which payment (or reimbursement) is triggered for **previously approved expenses** for the programs supported by the Willow Glen Performing Arts Boosters.

Copies of itemized invoices or receipts must be attached to printed form with principal's signature.

A copy of your previously approved FARF would also be useful. If necessary this form may be submitted at the same time as a funding allocation request, but WGPAB approval and payment is not guaranteed until after review of the FARF, even if it is within budget. If your request is novel, or exceeds your currently available budget, you are strongly advised to seek approval before finalizing your purchase.

You must fill out a separate payment form for each Payee, even if the items are on the same FARF.

Multiple vendors can go on the same form, if the same payee is being reimbursed.

You are encouraged to complete this form online; it will automatically sum the items.

Print your completed form, attach documentation, and bring it to your school office for principal approval.

You or your principal or office staff may submit the signed form via the WGPAB mailbox.

Please let us know it is there and expedite review by sending an electronic copy (without signature) to willowglenpab@gmail.com. Including electronic receipts in your email will speed up review.

Your request will be reviewed at the next regularly scheduled WGPAB board meeting and we will advise you of our decision, or need for additional documentation, within 5 days of our review. If approved, you can usually expect payment to be issued within 5 days of our review.

Principal Approval is required on both the FARF and the Payment Request (except for WGPAB administrative costs) to ensure all district policies are being followed.

*It is SJUSD policy that School Connected Organizations (SCOs) **should not provide materials or services for basic operational needs for the school or activities**, such as paper or other office supplies.*

All supports provided to the school require approval by the principal.

The principal and staff must ensure that SCOs follow all District rules and protocols including, but not limited to those from Fiscal, Procurement, the Capital Improvement Process (CIP), Maintenance work orders, Operations Facility Use Agreements (via Facilitron), and Transportation/Field Trips.