

Dear Official,

Since 2014, the Green Bay Area Public School District requires electronic payments to all officials. We do not need the original forms for our records, so they can be faxed, emailed or mailed. The forms can be found at:

www.gbaps.org/our_district/departments/finance

The payment schedule runs from Monday to Sunday for payment in the following week. The District processes payments on Thursdays. You will receive an email notification when the payment is processed and the amount will be directly deposited into your bank account 1-2 business days after processing. It is your responsibility for notifying the District if there are any banking changes.

To receive payment, you will have to complete the top portion of a voucher that will be printed on carbonless paper. The vouchers will be available at all Green Bay middle and high schools if you prefer to fill these out in advance. To save time, you could print the needed information onto labels and stick them onto the vouchers. When you arrive at the event, you will give the completed voucher to the event manager for a signature and you will receive a copy for your records. There will always be blank vouchers available at the event if you don't fill one out ahead of time. The event manager will then submit his/her copy of the voucher to the bookkeeper for payment. Your payment will not be processed until the bank form and W-9 is received by the Accounting department.

The school district values the services you provide to our students and sincerely hopes to continue our positive relationship.

If you have questions, or need additional information, please contact gbaps_accounting@gbaps.org.