Finance Team Form Links

Click on the form name to access the form

Outgoing Money Forms:

Cash Request Form	Use this form to request cash from the Business Office. Please note there is a two week turnaround time for cash requests.
Payment Request	Use this form to request a reimbursement, refund, or other miscellaneous payments. Do NOT use this form to submit vendor invoices. All vendor invoices should be submitted directly to accountspayable@legacyca.com. Payment requests are processed weekly - the cutoff date is 4pm each Friday. Once your submission is received it is routed through an approval path; processing times may vary depending on approval times. The Business Office will make every effort to process payments the following Friday from time of submission.
Purchase Order Request	Use this form to submit a purchase order PRIOR to purchase. Purchase Orders are required for the following: Budgeted department purchase $20,000+ -OR- Unbudgeted department purchases $5,000+ - OR- Annual and Designated Fund purchases $.01+

Incoming Money Forms:

Cognito Form Request	Use this form to request a form be created to collect non-recurring credit card payments.
FACTS Incidental Billing Request	Use this form to request the Business Office to post an incidental bill to the family's FACTS account for tuition related charges.
Money Collection Form	Use this form whenever you collect check and/or cash. Print a copy of the emailed form submission to include in the envelope with the check/cash collected.

Other Miscellaneous Forms:

Blank W-9 Form	Link to W-9 for all new vendors to complete.
Cash Advance Reconciliation Template	Use this template to fill out details of each transaction made after a cash advance. Once complete, upload this template to the Cash Advance Reconciliation Submission Form.
Cash Advance Reconciliation Submission Form	After filling out the Cash Advance Reconciliation Template, use this form to submit to the Finance Team.
Mileage Log	Use this form to calculate a mileage reimbursement to include with the payment request.
Sales Tax Exempt Certificate	Provide this certificate to vendors to have sales tax removed.