

Title IIA Budget Request Form for GACE Exam

Name of Teacher: _____

SS# or Munis ID #: _____

Teaching Role for 2020-2021: _____

GACE Test & Code #: _____

Date of GACE Test: _____

Purpose: _____

Cost of GACE Test: _____

Principal Signature: _____

Date: _____

Federal Programs Director: _____

Date: _____

Instructions:

- Submit completed and approved Request Form to Victoria Horak in HR prior to teacher taking assessment.
- Victoria will submit to Amy Chang for approval
- Victoria will confirm with teacher to register
- Teacher will submit the following for reimbursement to Victoria Horak in Human Resources:
 - Expense Reimbursement Form, completed and signed by teacher and principal
 - GACE Exam Receipt (with one of the following)
 - Credit Card receipt
 - Cancelled check
 - GACE Score Report
 - Copy of all tests attached
- Victoria will obtain approval requisition and submit to Finance for reimbursement

Note: Federal Programs will only reimburse for a passing score. All signatures/approvals are required to be submitted prior to the teacher taking the GACE assessment.

Any questions? Please call Victoria Horak in Human Resources at 770-887-2461 Extension 202150 or vhorak@forsyth.k12.ga.us

Thank you!

