Albuquerque Public Schools

District Forms • 2016





AS OF 09/15/2015, THE WAREHOUSE WILL NO LONGER PROVIDE THE FORMS LISTED BELOW, TO SCHOOLS.

APS GRAPHICS ENTERPRISE SERVICES IS THE DEPARTMENT NOW HANDLING FORM ORDERING, PRINTING AND DELIVERY.

CONTACT INFORMATION:

APS Graphics Enterprise Services 912A Oak Street SE 87106 | 505.842.3696 Fax 505.842.3552

The following forms are being printed and delivered by APS Graphic Enterprise Services (GES):

Form Name	Form #	Quantity	Cost	Page
Request for Leave	AC-04	50 per package	None	1
Voucher Jacket	AC-13	100 per pad	None	2
Admit Slips	APS-40	100 per pad	None	3
Cumulative Folder	CG-02	50 per package	None	4
Academic Card	CG-03	50 per package	None	5
Request for Cumulative Folder	CG-04	25 per package	None	6
Comment Record Card	CG-09	50 per pad	None	7
Test Record Card	TG-55	50 per package	None	8
Mileage Location to Location	AD-94	50 per pad	None	9
Mileage Odometer	AD-95	50 per pad	None	10
NO COST: (ORDER NOT LIMITI	ED)			
Form Name	Form #	Quantity	Cost	Page
Hall Passes	APS-36	50 per pad	None	11
Attendance Slips	APS-41	100 per pad	None	11
COST:				
Form Name	Form #	Quantity	Cost	Page
Telephone Message Pads	AD-05	100 per pad	.61 per pad	12
AFPO Bundle (Includes 200 AFPOS and 200 Request Forms)	AFPO	200 each	\$18.00 per bundle	13-1

(AP)	Request for Leave
AK	ALBUQUERQUE PUBLIC SCHOOLS

Name:(Please pri			Employee No	W W
Job Classification	-10 V:	W		
Date:				
Site		\$V	Location No	\sim
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Beginning date	and time		7	
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Ending date	and time _	-/-	<u> </u>	
*IMPORTANT - PLEASE IND	ICATE TYP	E OF	LEAVE BEING REQ	UESTED
22 Emergency			35 Union Leave	
31 Professional			41 Annual Leave	
32 Legal Summons			51 Leave Without P	ay
33 Bereavement Leave			52 Personal Emerg	ency
34 Paid Absence Other			54 Personal Leave	
Cost Account	· · · · · · · · · · · · · · · · · · ·	- 8	<u> </u>	- 3 - X - X - X
Reason for Request & Destination:				
reason for request & Bestingtion.	**		2 2 2 2	N
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Approved by:		,gw		
, pprotod by.		or Depa	rtment Head)	
Approved by:				
	(Superinte	ndent o	r Designee)	

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	CHECK/VOUCHER NO DATE ACTIVITY FUND PURCHASE ORDER NO
	SCHOOL
	то
I, or we, hereby certify that the articles covered by this voucher were received in good condition after due inspection thereof, or the services were rendered as stated, that they were necessary and proper and that the amounts claimed are just and reasonable and that no part thereof has been paid. Principal or Authorized Representative Title	Charge following funds \$
	Amount Paid \$

ADMIT SLI	P	APS PUBLIC SCHOOLS
Nam e		Date Issued
Dates of absences		
Unexcused No privi	lege to make up work for credi	it

Excused Must make u	ip work for credit	
Special Must make u	ıp for credit	
Reason for absence		
Teacher		
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Student Name (Last)					Student Number
	(First)	(Middle			
		APS AL	BUQUERQUE BLIC SCHOOLS		
		(Please Use I	TIVE RECORD Reproducible Ink)		
Date of Birth		Place of Birth			Sex (
(Year)	(Month) (Day)				
Name of Father		Name of Mother			Authority for Birth
					Birth Certificate (Baptismal Certificate (Family Bible (
Address	Phone		Address		Phone
		Entran	ce Record		
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			School Effected		
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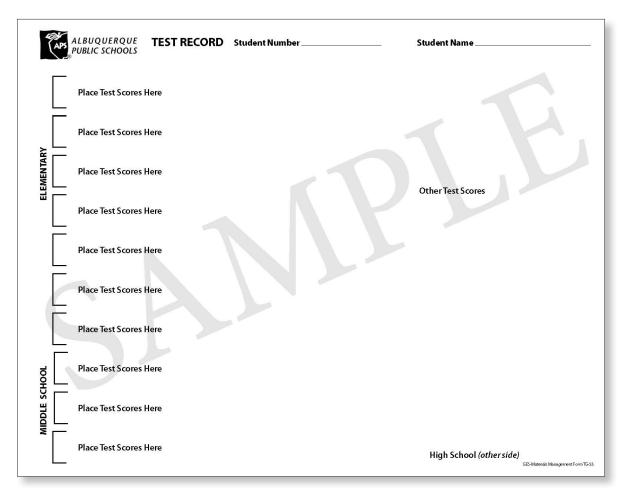
Last	First	Middle	Date of Birth	Student Numbe
ALBUQUERQUE PUBLIC SCHOOLS				
TOBLIC SCHOOLS		ACADEMIC RECORD		

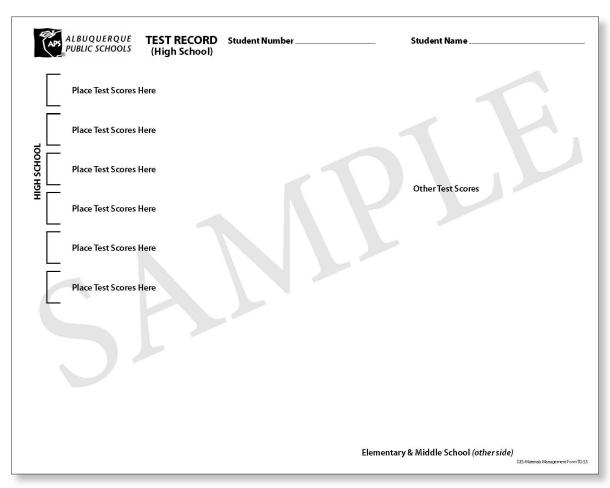
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REQUEST FOR FOFTE COMO	LAIIVL NECOND
TO	SCH00L
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ENROLLED IN	SCH00L
ENROLLED IN	SCH00L
DATE OF REQUEST TEACHER	SCH00L
	SCHOOL

		Last	First	Middle	Date of Birth	Student Number
	DELINES TEACHER		nal needs, abilities, an	Summary Co ues used and modifications ma id other pertinent information.	nments ade to meet the needs of this stud (Use a reproducible pen. Please s	dent. Include special interests, ign your name and title after
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Managemer	nt Form CG-09					APS PUBL

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NAME

Armijo

Atrisco E

Bandelier

Barcelona Bel-Air Eler

Bellehaver

Carlos Rey E

Chamiza Elei

Chaparral Elei

Chelwood Elen

Cochiti Elemen

Collet Park Elem

Com anche Flem Coronado Elemen

Corrales Element.

Dennis Chavez Elen Dolores Gonzales Ele

Double Eagle Eleme

Duranes Elementary

East San Jose Elemen

Edmund G. Ross Eleme

Edward Gonzalez Elemi

Emerson Elementary School

Eugene Field Elementary

Georgia O'Keeffe Element

Sovernor Bent Elementary

Griegos Elementary School

Hawthorne Elementary Scho

Helen Cordero Elementary Sc Hodgin Elementary School

Hubert Humphrey Elementar Inez Elementary School

Kirtland Elementary School

La Luz Elementary School

La Mesa Elementary School

Lavaland Elementary School

Lowell Elementary School
MacArthur Elementary School

Mark Twain Elementary School

Miccorum Elementary School Mission Elementary School Mitchell Elementary School Monte Vista Elementary School Montezuma Elementary School

Mountain View Elementary School

Navajo Elementary School

North Star Elementary

Oñate Elementary School

Osuna Elementary School

Painted Sky Elementary School

Pajarito Elementary School Petroglyph Elementary School Reginald Chavez Elementary School

NAME

City Center

Central Kitchen

Food Services/Rankin

KANW Radio Station

KNME-TV Channel 5

Montgomery Complex Library Services

Resource Center

Transportation

HIGH SCHOOLS

Del Norte High School Eldorado High School

Highland High School La Cueva High School

Manzano High School Rio Grande High School

Sandia High School

MIDDLE SCHOOLS

Cleveland Middle School Desert Ridge Middle School

Eisenhower Middle School

Ernie Pyle Middle School

Garfield Middle School

Harrison Middle School

Grant Middle School

Hayes Middle School

Hoover Middle School

Jackson Middle School

Jefferson Middle School

James Monroe Middle School

Jimmy Carter Middle School

John Adam's Middle School

Kennedy Middle School

L B Johnson Middle School

Madison Middle School

McKinley Middle School Polk Middle School

Roosevelt Middle School Taft Middle School

Tony Hillerman Middle School

Taylor Middle School

Truman Middle School

Van Buren Middle School

Washington Middle School Wilson Middle School

A. Montoya Elementary School Acoma Elementary School

Adobe Acres Elementary School

Alameda Elementary School

Alamosa Elementary School

Alvarado Elementary School

Apache Elementary School

ELEMENTARY SCHOOLS

Valley High School Volcano Vista High School West Mesa High School

Albuquerque High School

Atrisco Heritage High School Cibola High School

Maintenance & Operations Materials Management

ALBUQUERQUE PUBLIC SCHOOLS IN-DISTRICT MILEAGE CHART

ALBUQUERQUE PUBLIC SCHOOLS IN-DISTRICT MILEAGE REIMBURSEMENT

FORM 1 (AD-94): LOCATION TO LOCATION FORM MUST BE SURMITTED IN RED INK

Page	_ Of
Month/Year	

	*LOCATION NUMBERS	ROUND TRIP ENTER "X"	Location Number	REASON	
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*PLEASE USE ONLY LOCATION NUMBERS FOUND ON THE BACK OF THIS FORM *IF YOU CAN NOT FIND A LOCATION, THEN IT SHOULD BE AN ODOMETER READING

I certify that the above information is correct and I am entitled to reimbursement. All the information should be submitted into the Payroll Office.

*OFFICE USE ONLY (S) DOLLAR AMOUNT DISTANCE

APPROVED: Principal/Supervisor

DATE

DATE EMPLOYEE'S SIGNATURE

GES-Materials Management Form AD

John Baker Elementary School nuing Ed Kit Carson Elementary School UNM (Main Campus) APS Autism Center AztecISP *Use only location numbers on this form 611 285 Chaparral ISP Lew Wallace Elementary School Juvenile Detention Center 234 Longfellow Elementary School Los Padillas Elementary School 373 Lowell Transition Services 291 Vision Quest 192 Los Ranchos Elementary School 297 @ Harrison @ Hayes @ John Adams 840 840 840 303 Marie Hughes Elementary School 365 CHARTER SCHOOLS MaryAnn Binford Elementary School 21st Century Public Academy ABQ Charter Academy Albuquerque Talent Matheson Park Elementary School 250 CS01 Manzano Mesa Elementary School McCollum Elementary School Development Academy Alice King Community CS28 260 CS05 Bataan Military Academy CS06 Christine Duncan Heritage Academy CS32 CS09 312 Corrales International School Digital Arts and Technology Academy C\$10 CS11 El Camino Real Academy Gordon Bernell 324 C\$13 CS14 268 La Academia de Esperanza C\$16 Los Puentes Montessori of the Rio Grande CS20 337 Mountain Mahogany C\$21 275 333 Native American Community Academy CS22 CS23 estros Valores Public Academy for Performing Arts

	QUERQUE P STRICT MILI Oyee Name (PLEASE PRINT) BEGINNING ODOMETER READING	Employee Number of Control of Con	OOLS BURSEMEN	FORM 2 (AD-95): ODOM FORMMIST RESIRE Page Of Month/Year Location Name Phone Num REASON	AETER READINGS MATIED IN REDINK
DATE	OCATION NUMBERS	ROUND TRIP			N NO. NAME LOCATION NO. S27
*PLEASE USE ONL *IF YOU CAN NOT *OFFICE USE ONLY DISTANCE APPROVED: Principal/ (3gnature stamps are not all	Y LOCATION NUMBE FIND A LOCATION, T (S) DOLLAR AMOU		(1) I certify	EEADING that the above information is correct and I am to reimbursement. All the information should itted into the Payroll Office.	363 Esperatura Pre-Survisor 961
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PASS TO(Check	One Only)	
☐ Class	☐ Counselor	☐ Main Office
Library	Nurse	Restroom
☐ Principal	Attendance Office	e
Student		
Ву		Date
Time Left	Time ARRIVE	D
Time Left	Time RETUR	NED
Teacher		
Hall Guard		

Date				1
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Sponsor or Principal's S Account to	Signature	nt Head Signature	loca Nav ww Go	ted in the A igate to: w.aps.edu/p to the left sid	PS Procurement website. procurement

ALBUQUERQUE PUBLIC SCHOOLS	
Requestor Name	

Request for Activity Fund Purchase Order (this is NOT a Purchase Order)

	Date:
Requestor Name:	
Vendor Name and Number:	
Vendor Address:	
Description:	
(Please attach order form or quote if applicable. If PO is for a	a service, the Vendor Number must be on this form.)
Total Amount Not to Exceed: \$	
Activity Fund to be charged:	
Sponsor Signature:	Date:
Principal Signature:	Date:
	um of 24 hours for processing)
(Trease allow a minimite	GES-Materials Management Form AFPOR

DISTRICT FORMS PENDING MANDATE PRINTING APPROVAL







