

Saline Area Schools

# STUDENT ACTIVITY ACCOUNTS REFERENCE GUIDE

by  
Saline Area Schools  
Finance Office

**9/6/2013**

Contained in this document is information that will assist you in maintaining your student activity account. This document is intended to be a reference guide and as of the date of printing all information herein is current and applicable. Policies and procedures are subject to change without notice. Any questions should be directed to Saline Area Schools Finance Office,  
Accounts Payable  
734 429-8000 ext. 2005

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## Attachments

Blank Purchase Order  
Generic Request for Funds  
Mileage Reimbursement Report  
District Mileage Chart  
W9  
REP Form

### **What is a Student Activity Account?**

A student activity account operates under Saline Area Schools as an internal account and it is a way for clubs and school groups to manage their funds. Although you can, and are encouraged to make deposits for your account at the bank, any questions or concerns you have regarding your account balance should be directed to the Finance Office and not to the bank directly. The Finance Office manages the sub division of the internal accounts and any necessary corrections must be done at the Finance Office and not at the bank. Money collected in a Student Activity account should be spent on the club for which it was collected for and kept in line with the original intent of why the money was collected and deposited into the account. This intent should be determined independently by the club's members. Each club is responsible for the bookkeeping and management of their account and Saline Area Schools acts as the fiduciary, issuing checks on behalf of your club and posting deposits but each club requires the adviser to verify and balance the account.

Since each club operates under the umbrella of Saline Area Schools, the club is awarded the benefits of using the Saline Area Schools tax exempt status as well as utilizing available Saline Area Schools pricing with vendors. In exchange, clubs must operate under the same rules that apply to the disbursement of public money. This reference guide will answer what you need to know as the adviser of your club regarding the deposit and disbursement of club money. Please note that although this guide is meant to be comprehensive there may be specific circumstances that arise that are not covered. If there are ever questions do not hesitate to contact the Finance Office for clarification.

### **Advisers of Student Activity Accounts**

Advisers are responsible for the financial activity within a student activity account. It is their responsibility to ensure that all money collected for a club is deposited and accounted for correctly. Although the Finance Office acts as the fiduciary for the accounts, light bookkeeping of the accounts and making sure items are recorded properly is the responsibility of the adviser. Any questions or concerns about the account should be addressed with the Finance Office. Changing of advisers must be processed through the Finance Office. The adviser of record must contact the Finance Office and indicate who will be assuming responsibility of the account along with contact information for the new adviser. All items pertaining to the account should be transferred to the new adviser including the deposit book and endorsement stamp. Should the adviser of record on the account be unavailable, or there are extenuating circumstances, the appropriate principal or administrator may appoint a new adviser.

### **How do I get a Statement?**

Please contact extension 2005 in the Finance Office when you need a Statement. Account statements are not printed at regular intervals but are printed upon request. There are many internal accounts and most have a "season" when they are active so it is time and cost effective to print the statements only upon request. Keep in mind that Saline Area Schools operates on a fiscal year that runs from July 1-June 30 and the reports are pulled as such. If you need a full *calendar* year be certain to include the time frame you need when making your request, otherwise you will receive a report that is from the most current *fiscal* year.

### **Tax Exempt Status:**

Saline Area Schools is a tax exempt entity. Since your club operates under Saline Area Schools your club also benefits from our tax exempt status. Only purchases for your club or on behalf of your club qualify for this status and abuse of the school's tax exempt status is strictly prohibited. Since Saline Area Schools is sales tax exempt, we will **not** reimburse sales tax. Prior to making purchases for your club please contact the Finance Office at ext 2005 to acquire a Michigan Sales and Use Tax Certificate of Exemption. These forms are vendor specific and one is necessary for each vendor that your club purchases from. The Finance Office is unable to provide a "blanket" certificate for all purchases. (Groups that travel for extended periods should contact the Finance Office at ext 2005 for further instruction.)

### **Deposits:**

MAKE DEPOSITS WITHIN TWO DAYS OF RECEIVING THE FUNDS!! DO NOT HOLD CASH/CHECKS!

**Special Note:** Deposit **all** funds collected for the club into the Student Activity account. **Never reimburse yourself or anyone with cash collected partially or in whole.** Also do not maintain any form of petty cash. All reimbursements/payments should be processed in full using a Student Activity Request for Funds form. This allows a clear audit trail protecting everyone involved.

- **Fastest method:** Account adviser takes deposit directly to the bank. Staple the bank receipt to either the pink or yellow copy of the deposit slip and submit to the Finance Office.
  - Deposits that are properly documented are posted on a weekly basis. **If the deposit slip is not accompanied by a bank printed deposit receipt, the deposit will not be posted to your student activity account for at least 60 days as part of our bank reconciliation process.** This method insures deposits are not double posted to accounts. The bank **does not** post your deposit into your specific account, and the deposit will not appear in your Student Activity account until it is manually posted by the Finance Office.
- **Alternate method:** Deposits can be forwarded or delivered to the Finance Office to be deposited at a later date. These deposits are **NOT** verified or counted by the district and they will be deposited "as is" with the deposit slips that are provided. Please be sure to endorse all checks appropriately and seal cash and checks in an envelope with the original white deposit slip and one additional copy, either the pink or the yellow. Write "Accounts Payable" on the envelope so they are delivered appropriately in the District Office. These deposits will be taken to the bank and deposited into the night depository. All change must be rolled if it is equal to or exceeds change roll amounts; .50 Pennies, 2.00 Nickels, 5.00 Dimes, and 10.00 Quarters. The Finance Office does not make any guarantees as to how quickly these deposits are taken to the bank and we do not take any responsibility for what is enclosed in the envelope. The bank returns deposit receipts on a weekly basis to the Finance Office and these deposits will be posted to the account after the receipts are received.

### **Deposits (Continued)**

You are encouraged to make deposits at the bank but please do **not** direct any questions regarding your account to the bank as they will not be able to provide information specific to your student activity account. All account maintenance is handled at the Finance Office.

### **Bad Check Restitution:**

Effective 7/1/2013, Saline Area Schools has contracted with a 3<sup>rd</sup> party check guarantee company called CHECKRedi. Non-negotiable checks immediately become CHECKRedi's property. NEVER accept restitution from an NSF check writer. Direct any further inquiries to the Finance Office at extension 2007.

### **Purchase Orders:**

When ordering from a vendor that accepts a Purchase Order(PO), use your account ID number as the PO number. This will help identify the invoice when it arrives at the Finance Office and it also serves as your approval to pay the invoice from your student activity account without a Request for Funds form. The account ID number is located near the top of the Request for Funds Form and looks like 612-431-0 \_ \_ \_. The last three digits of this number specify your student activity account. A blank purchase order is located in the attachment section of this guide.

### **Requests for Funds:**

- Each adviser or treasurer will have a request for funds form specific to their club. This form initiates payments from the Student Activity account and must have the signature of the adviser on the form so that the Finance Office can process a payment. (If a vendor has billed us using your student activity account number, your invoice will be paid without a request for funds.)
- Reimbursement and payment requests should be made within 30 days of the purchase or receipt of the invoice.
- Only the person listed as the adviser on the account may make a request for funds.
- The Finance Office does have the authority to process a payment on behalf of a club in the event the Request for Funds is not processed in a timely manner and the district's credit standing could be jeopardized.
- Requests for payment to vendors must have **original invoices** billed to Saline Area Schools or billed to your specific club attached to the Request for Funds form.
- All requests for *reimbursement* must be accompanied by **paid** receipts with proof of payment. Only **original, itemized** receipts are acceptable. Photocopies or amount-only credit card receipts are not acceptable. (An amount-only receipt is one that just states the amount paid without listing each item purchased. Many times restaurants will give an amount only receipt in lieu of listing each item separately (itemized) so please ask for itemized receipts.) School funds are public money and there are rules that apply regarding what is reimbursable, therefore to satisfy an audit, itemized receipts are required.
- Orders or quotations for product without proof of payment **cannot** be used as documentation for reimbursement of funds. An order does not prove payment was made.
- Statements that do not show itemized purchases are **not** acceptable documentation for reimbursement of funds.

### **Requests for Funds (Continued):**

- Copies of checks, including duplicate checks, are not proof of payment; only copies, front and back, of **cancelled** checks are acceptable.
- Receipts must be wholly reimbursable by the district. No **personal** purchases may be on the receipt. The buyer must obtain a *separate* receipt for only the reimbursable items.
- If any documentation for the payment must be mailed with the check please provide an extra copy as originals must stay in the Finance Office to satisfy an audit trail (for example a registration form).
- Items billed to Saline Area Schools must be shipped to a Saline Area School address
- Fuel receipts will not be reimbursed unless the fuel purchase is for a rental car, a school vehicle, or if the gas goes into a gas can for the sole purpose of school use. This includes any other type of fuel purchases, including but not limited to, recreational vehicles or propane tanks.
- Transfer of money from one student activity account to another should begin with a request for funds form.
- Reimbursements should be processed within 30 days of the service provided or the date on the receipt that is to be reimbursed.
- When doing business with a vendor that accepts purchase orders, the vendor will invoice Saline Area Schools directly. Do not pay for the invoices personally and request reimbursement when we have an account with a vendor. If you have questions regarding vendor relationships, contact the Finance Office.
- Saline Area Schools does not pay in advance for products or services.
- Reimbursements will be processed after the service or event has occurred. For example; payment for a service rendered would be reimbursed after the service is performed.
- If documentation is non-existent please provide a signed explanation as to why the documentation does not exist. A signed explanation will **not** guarantee the payment will be processed.
- Updated Request for Funds forms are available through the Finance Office Accounts Payable department at extension 2005.

### **Processing Times (How quickly can I expect a check to be processed?)**

Expect a one week processing time from the date that a request is received in the Finance Office. Sometimes faster processing may occur but it cannot be guaranteed. Student Activity checks are cut weekly on Wednesdays (barring any unforeseen circumstances). Requests for checks must be received in the Finance Office by **4 pm on Tuesday** to be included in the Wednesday check run. This allows sufficient time to insure audit compliance and enter the check into the system along with the many other requests the Finance Office processes. Any checks received after 4 pm on Tuesday will be entered into the Student Activity check run for the following week. Also please note that incomplete Request for Funds forms (i.e. missing documents, missing addresses or other incomplete information) will delay processing time.

### **Request for Funds for Purchase Card Reimbursement \*\*:**

\*\* This area is specific to district purchase card holders and will not pertain to a majority of Student Activity account advisers.

When requesting funds from a Student Activity account to reimburse purchase card purchases please be certain to include the following:

- Request for Funds Form and in the section that says: **Pay to the Order of:** please write: *"Saline Area Schools" and the budget account number that is being reimbursed*  
In the section that says **Funds to be Used for:** please write: *"Reimbursement of PCard purchase(s)" and the name of the card holder*
- Include a copy of the purchase card statement
- Copies of all receipts pertaining to the amount of the reimbursement request
- All original receipts should be submitted to the Finance Office with your purchase card statement

### **Mileage Reimbursement:**

Mileage is an expense that can be reimbursed through your student activity account. Saline Area Schools uses the IRS official mileage rate, but each club can determine whether they choose to reimburse mileage at all or at a rate less than the IRS rate. When requesting a mileage reimbursement through Student Activity, please complete a current mileage form located at SalineSchools.org (Departments>Finance Department>Finance Office Forms and Documents). Also please include mileage documentation from a web site such as mapquest.com to verify the mileage amount. When travelling between district school buildings a standard mileage chart is located at (Departments>Finance Department>Finance Office Forms and Documents). Fuel receipts *will not* be reimbursed unless the fuel purchase is for a rental car, a school vehicle, or if the gas goes into a gas can for the sole purpose of school use. A blank Mileage Reimbursement report is located in the attachment section of this guide.

### **Service Providers (i.e. instructors, trainers):**

No person shall be paid for service without a current W-9 and Registry of Educational Personnel (REP) Form on file. A W-9 form and REP form can be printed at SalineSchools.org (Departments>Finance Department>Finance Office Forms and Documents). Copies of each are located at the end of this reference guide. Any service, other than Referees, Officials and Event Staff, provided by a current Saline Area School employee or PESG employee (including CoachEz) will be paid through their current method of payment and the cost of employment will be absorbed by the club. Rates vary based on type of employment with the district and can be verified in advance with the Finance Office.

### **Referees/Officials/Assignors/Event Staff Pay:**

Saline Area Schools is transitioning the payment of all officials, referees and event staff to a new payment system called RefPay. Anyone working in the district in this capacity will be required to have a RefPay account number regardless of their employment within the district. Information regarding how to acquire a RefPay account can be located at <http://www.refpay.com/>. If your club is scheduling services for your club, contact Athletics and provide them with your referee's name, RefPay account number, date of service and amount to be paid. If your club is using Arbiter then all of the officials and referees will be accessible by RefPay. The person being paid for the service will receive payment after the **completion** of the service/contest directly to their RefPay account once the Athletic Department approves it for payment. Clubs responsible for payment of their referee and official fees will be invoiced by the Athletic Department and the club or team will reimburse the Athletic Department with a request for funds from their account. If requests are not processed timely, the Finance Office may reimburse Athletics on the club's behalf.

### **Vendors:**

All vendors require a W9 on file prior to the district issuing payment. If you are uncertain whether a vendor has a W9 on file contact the Finance Office for verification. Failure to provide a W9 may result in a delay of payment to the vendor. A W-9 form can be printed at SalineSchools.org (Departments>Finance Department>Finance Office Forms and Documents). A copy is located at the end of this reference guide as well.

### **Coach Pay for Club Sports and Auxiliary Coaches:**

There are two ways that coaches are paid at Saline Area Schools. Club sports are responsible for reimbursement to payroll for the coach salaries and all employment costs incurred by the district. Auxiliary coaches are assistant coaches that are necessary for the daily operations of a school team and are funded out of the Student Activity Account connected to that sport. Be certain to know which type of pay structure your coaches are, either Saline Area Schools or CoachEZ by PESG, and the fees associated with their salaries when determining the club's budget. The Athletic Department can confirm the type of employee and the associated fees for the coach/auxiliary coach at the beginning of each season. Prior to the start of each season the salaries and fees for each coach or auxiliary coach are agreed upon by the Athletic Department, the coach, and the club's board when applicable. Therefore, at the conclusion of the season, or shortly thereafter, the predetermined amount will be deducted from the student activity account and reimbursed back to the district *without* a request for funds form required from the student activity account adviser. These amounts will be reimbursed in the fiscal year that the service was provided.



- **Saline Area Schools Teachers (Covered by SEA Contract Only):** These coaches are paid through the Saline Area Schools Payroll Department and payment of these coach salaries is initiated through the Athletic Department. Payroll taxes and retirement costs must be included as part of the total reimbursement and the Payroll department can provide you with the exact dollar amount for your coach for the season. (i.e. if a coach's salary is \$1,000.00 and payroll taxes total 32.11% then your club would be responsible for \$1,321.10 to cover the full cost.) Retirement rates change yearly.
- **CoachEZ by PESG Employees:** These coaches are paid through CoachEZ but the amounts are prepared through Saline Area Schools Payroll and payment of these coach salaries is initiated through the Athletic Department. The fee associated with paying these coaches is currently 12.5% but is subject to change (i.e. if a coach's salary is \$1,000.00, your club would be responsible for \$1,125.00).

### **Items that will not be reimbursed through Student Activity accounts:**

- **Gift cards** – Gift cards cannot be purchased and reimbursed through student activity accounts. As a result of new reporting requirements from the IRS, gift cards in any amount are considered reportable income. This includes, but is not limited to, coach gifts, incentive gifts, and thank you gifts. If your club chooses to collect for such a gift with the intent of purchasing a gift card it must be done **outside of the Student Activity account.**
- **Sales tax** - No sales tax will be reimbursed on purchases within Michigan. (see Tax Exempt Status section of this guide)
  - Some states are non-reciprocating states and will not honor our sales tax exemption. In the event that a vendor in a non-reciprocating state will not accept our tax exemption certificate and the person can prove they made every effort to provide the exemption certificate, then that circumstance will be evaluated and a determination will be made on a case by case basis.
- **Bottle Deposits**-will not be reimbursed.
- **Alcohol/Tobacco Products**-will not be reimbursed

### **Negative Account Balances:**

The Finance Office will review accounts monthly for negative balances and appropriate action will be taken. The Finance Office understands that some accounts are cyclical or there may be deposits pending but we ask that you please notify the Finance Office of the status of the account circumstances if you are contacted regarding a negative balance. It is the responsibility of the account adviser to make certain the account is in good standing.

- First month negative balance = paper copy of statement sent to first adviser on record.
- Second consecutive month negative balance = paper copy sent to first adviser on record and copy sent to appropriate principal or administrator.
- Third consecutive month negative balance = request meeting with Adviser, principal or administrator, and Finance Office to address plan to bring account to good standing.

**Random Account Audits:**

A random sampling of Student Activity accounts will be selected yearly for internal audit. The account will be reviewed in detail and any questions or concerns will be addressed with the adviser of record.

**Dissolution of Accounts:**

The nature of each Student Activity Account differs, therefore when an account is no longer necessary for the original intended purpose it will be reviewed and the amount of time that it remains open will be determined on a case by case basis. The funds collected for this account cannot be used for a purpose other than the original intent.

**Other Information:**

Please notify the Finance Office if any of the following occur:

- Change in account adviser
- More deposit tickets are needed
- More Request for Funds forms are needed,
- Any other questions or special circumstances arise.



# Saline Area Schools

## Student Activity Request For Funds

Account Number: 612-431-0 \_\_\_ \_\_\_

Activity/Club Name: \_\_\_\_\_

Date: \_\_\_\_\_ Amount Requested: \_\_\_\_\_  
(Do not include sales tax or bottle deposits)

Pay to the order of: \_\_\_\_\_  
Address (REQUIRED): \_\_\_\_\_  
\_\_\_\_\_

Funds will be used for: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### **Documentation is required...**

This request must be accompanied by ORIGINAL invoices and/or ORIGINAL ITEMIZED RECEIPTS. DO NOT USE HIGHLIGHTER OR TAPE ON RECEIPTS.

*If supporting documentation is non existent (i.e. bus tokens), a signed statement of explanation from the advisor is required.*

#### **Check should be:**

- Forwarded to payee or
- Returned to advisor
- Picked Up @ Liberty  
School (call x-2005 to make  
arrangements)

Advisor Name(s): \_\_\_\_\_

Signature of Advisor: \_\_\_\_\_

***By signing this request, I confirm that these funds will be used in accordance with school policy and Student Activity Account Rules.***



**District Mileage Chart**  
 Created from Google Maps  
 May 2013

	Harvest	Heritage	High School	Liberty	Middle School	Pleasant Ridge	Woodland Meadows
Harvest		2.8	0.2	3.1	2.4	3.5	2.8
Heritage	2.8		2.5	0.5	0.6	2.0	
High School	0.2	2.5		3.1	2.2	3.2	2.5
Liberty	3.1	0.5	3.1		1.0	1.5	0.5
Middle School	2.4	0.6	2.2	0.7		1.5	0.6
Pleasant Ridge	3.5	2.0	3.2	1.5	1.5		2.0
Woodland Meadows	2.8		2.5	0.5	0.6	2.0	

## Request for Taxpayer Identification Number and Certification

**Give Form to the  
 requester. Do not  
 send to the IRS.**

<b>Print or type See Specific Instructions on page 2.</b>	Name (as shown on your income tax return)	
	Business name/disregarded entity name, if different from above	
	Check appropriate box for federal tax classification: <input type="checkbox"/> Individual/sole proprietor <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate  <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶	
	<input type="checkbox"/> Exempt payee	
	<input type="checkbox"/> Other (see instructions) ▶	
Address (number, street, and apt. or suite no.)		Requester's name and address (optional)
City, state, and ZIP code		
List account number(s) here (optional)		

### Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on the "Name" line to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Social security number									

Employer identification number								

**Note.** If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

### Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
3. I am a U.S. citizen or other U.S. person (defined below).

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 4.

<b>Sign Here</b>	Signature of U.S. person ▶	Date ▶
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### General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

#### Purpose of Form

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income.

**Note.** If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

**Definition of a U.S. person.** For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,
- An estate (other than a foreign estate), or
- A domestic trust (as defined in Regulations section 301.7701-7).

**Special rules for partnerships.** Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.



**Registry of Educational Personnel (REP) Information Form**

School districts in Michigan must report all school personnel through the Registry of Educational Personnel (REP) reporting system, including individuals paid through Accounts Payable. Toward that end, anyone that is completing a W-9 must also complete this **Registry of Educational Personnel Information Form** prior to receiving payment. All information collected will remain confidential and will not be used for any purpose other than REP reporting.

Please Print

Name \_\_\_\_\_  
Last First Middle Initial

Date of Birth \_\_\_\_\_ Gender (circle one) M F

\_\_\_\_\_ Address City State Zip

Social Security No. \_\_\_\_\_

Racial/Ethnic Category (circle one)

White	Amer. Indian or Alaska Native	Asian American	Black or African American	Hispanic or Latino	Native Hawaiian or Pacific Islander
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\_\_\_\_\_  
Brief Description of Service Provided

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date