Accessing your funds

PLEASE IDENTIFY THE NAME OF YOUR GRANT ON ALL PAPERWORK

1. If you are requesting payment for an organization or an individual not employed by Phillips Academy, please complete a Check Requisition Form. You will need a full name, complete address, and a tax ID or social security #. Please write “Abbot Grant,” the name of the grant, and the purpose of payment on the form. Please sign the form and submit it to Andrea Prescott Gerakaris, Comptroller’s Office (2nd floor GW) for processing.

2. If you are requesting payment of an invoice, please write on the invoice “Approved for Payment,” and sign and date the invoice. Please also write “Abbot Grant” and the name of the grant on the invoice and submit the invoice to Andrea Prescott Gerakaris, Comptroller’s Office (2nd floor GW) for processing.

3. If you are requesting reimbursement, please complete an Expense Report Form, attach receipts, and write “Abbot Grant” and the name of the grant on the form. Please sign and date the form and submit it to Andrea Prescott Gerakaris, Comptroller’s Office (2nd floor GW) for processing.

4. If your Abbot Grant is considered a Payroll Stipend (faculty and staff only), please e-mail Andrea Prescott Gerakaris (agerakaris@andover.edu) stating that you have completed your work and request that your stipend be processed and included in your paycheck. Please include the name of the Abbot Grant in your e-mail.

- All reimbursement forms (i.e. Check Requisition Forms and Expense Report Forms) are available on PA Net – Faculty/Staff Tab, and in the Comptroller’s Office, 2nd floor GW.

- Please note that students requesting #1-3 above must have the faculty advisor associated with the grant sign the paperwork before it is submitted to Andrea Prescott Gerakaris in the Comptroller’s Office.

If you have any questions or are having a problem accessing your funds, please contact Liz George at egeorge@andover.edu or 978-749-4148.

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