Montgomery County Public Schools
UNLEASHING POTENTIAL

MCPS Form 255-7
April 2026

iPayment Billing to be Paid From Operating Account

Montgomery County Board of Education
Department of Controller
Rockville, Maryland
MONTGOMERY COUNTY PUBLIC SCHOOLS

INSTRUCTIONS

Schools should use this form to request that charges on an iPayment invoice be paid from an MCPS Operating Budget account instead of an IAF account. Completed forms must be signed by the principal and submitted to Accounts Receivable at billing@mcpsmd.org for processing.

TRANSFER INFORMATION

Request Date_____/_____/_____

School Name_____School Number_____

iPayment Invoice Number	Invoice Line	Paid by BOE Account	Amount	Justification

SIGNATURES

Prepared by (Please Print) _____ Date_____/_____/_____

Prepared by (Signature) _____ Date_____/_____/_____

Approved by (Please Print) _____ Date_____/_____/_____

Approved by Principal Signature _____ Date_____/_____/_____

DISTRIBUTION: ORIGINAL/School financial agent; COPIES/To Accounts Receivable