

# ACTIVITY FUND REQUEST FOR PAYMENT

*High School*       *Middle School*       *Intermediate School*       *Elementary School*

Date of Request: \_\_\_\_\_

Date Check Needed: \_\_\_\_\_

Organization: \_\_\_\_\_

Organization Code: \_\_\_\_\_

CHECK PAYABLE TO: \_\_\_\_\_

Amount of Check: \_\_\_\_\_

MAIL FOR ME

RETURN TO ME

Details of Expenses: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

*If funds are being requested for a party, conference or convention, please include:*

Event: \_\_\_\_\_

Date(s) of Event \_\_\_\_\_

Print Sponsor Name: \_\_\_\_\_

Sponsor Signature: \_\_\_\_\_

*If funds are being requested for cash or gift cards which will be distributed to students/staff, a signed disbursement form will need to be submitted to the office following the event.*

\_\_\_\_\_

**CHECKS ARE NOT WRITTEN UNTIL REQUEST IS APPROVED BY PRINCIPAL**

Approved

Denied

Principal Signature \_\_\_\_\_

\_\_\_\_\_

Check Number: \_\_\_\_\_

Date Check Written: \_\_\_\_\_