



DISBURSEMENT FORM

(Due to Book Clerk/Treasurer within one day before payment is needed)

NO. \_\_\_\_\_  
(assigned per day per Book Clerk/Treasurer)

SCHOOL \_\_\_\_\_

DATE \_\_\_\_\_

Pay to the order of:

\_\_\_\_\_

Address:

\_\_\_\_\_

Contact information (phone / email):

\_\_\_\_\_

Number	Description	Amount (indiv.)	Amount (total)
Total			

We certify that a) there is an unencumbered balance that is sufficient to pay the above amount, b) the amount above is calculated as correct, and c) a proper charge will be made to the account of the:

- student activity funds
- other: \_\_\_\_\_

\_\_\_\_\_  
Organization Representative

\_\_\_\_\_  
Book Clerk/Treasurer

\_\_\_\_\_  
Faculty Sponsor / Principal