Student Activity Account Fund Request Form

District Finance Division – Central Office

\***NOTE\* No purchases are to be made prior to the approval of this Request Form**

## SECTION A: Requestor Information

|  |  |
| --- | --- |
| School Name |  |
| Date of Request |  |
| Student Group/Club Name |  |
| Advisor Name |  |
| Advisor Email |  |
| Phone |  |

## SECTION B: Request Details

|  |  |
| --- | --- |
| Amount Requested | $ |
| Type of Disbursement | ☐ Vendor Payment ☐ Reimbursement ☐ Other (explain): |
| Payee Name (Vendor or Person) |  |
| Purpose of Funds |  |
| Date Funds Needed By |  |

## SECTION C: Supporting Documentation (attach with submission)

✅ Check all that apply:

☐ Meeting minutes (student group vote/approval) ☐ Approved Fundraiser Form

☐ Invoice or quote ☐ Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

☐ Receipts (for reimbursement)

## SECTION D: School Approval

Principal’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Principal’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## SECTION E: For Central Office Use Only

|  |  |
| --- | --- |
| Date Received |   |
| Reviewed By |  |
| Approved | ☐ Yes ☐ No Reason if Denied: |
| Account Code |  |
| Amount Disbursed | $ |
| Date Processed |  |
| Funds Available in Account | ☐ Yes ☐ No |

Payment Type: ☐ Check #\_\_\_\_\_\_\_\_ ☐ ACH ☐ Other \_\_\_\_\_\_\_\_\_\_

Authorized Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_