

Exhibit: Student Activities Funds

Student Activities Funds Request Form

To request a check from student activities funds, please fill out this form in its entirety. A separate request form must be submitted for each check requested. Please note that the school director must approve all expenditures of student activities funds. Please write clearly and legibly.

Name of Individual Submitting Request

Date of Request

School

Student Activity

NAME OF INDIVIDUAL OR ENTITY TO WHOM THE CHECK SHOULD BE WRITTEN

ACCOUNT NUMBER
TO BE CHARGED FOR THE EXPENSE

\$ _____
AMOUNT OF THE CHECK
[AMOUNT MAY NOT INCLUDE SALES TAX]

DESCRIPTION OF THE ITEM OR SERVICE PURCHASED:

By signing below I affirm that the information reflected on this form is accurate and I understand that it is my obligation to submit proof of expenditure of these funds within seven business days (e.g. invoice, receipt, etc.).

Signature of Individual Submitting Request

Date

By signing below I authorize a check to be issued from student activities funds as described above.

School Director's Signature

Date

Adopted September 24, 2013.