**ACTIVITY FUND REQUEST**

Fill out the form and email to your building administrator. In order for a check to written, a quote, a receipt or proof of purchase must accompany request.

**SCHOOL:** Choose an item.

**DATE:** Enter Date

**Account:** Enter Account

**PLEASE MAKE CHECK PAYABLE TO:** Enter Payee

**AMOUNT:** Enter Amount

**REASON:** Enter Reason

**Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

For Office: Elementary buildings should print out form, sign, attach receipt or proof of purchase and submit to Accounts Payable at district office.