

HIGH SCHOOL ACTIVITIES ACCOUNT REQUEST FOR CHECK

TODAY'S DATE: _____ NAME OF CLUB: _____

SIGNATURE OF SPONSOR: _____ AMOUNT: _____

SIGNATURE OF STUDENT MEMBER: _____

NAME OF PERSON OR COMPANY CHECK SHOULD BE DRAWN TO:

ADDRESS: _____

REASON FOR CHECK: _____

ADMINISTRATIVE APPROVAL:

Pre-approval: _____ Date: _____

*must be submitted at least one week before proposed activity or expenditure
OR THE FUNDS WILL NOT BE RELEASED

Final approval: _____ Date: _____

*after pre-approval, please resubmit this form, with attached receipts and/or
original bill and one copy of the bill

*checks are cut once a week on Wednesdays, so please be timely with your
paperwork

(THIS FORM CAN BE DUPLICATED)