

**Bow High School
Student Activities Account**

Request for Disbursement

Steps for requesting Disbursement:

- 1) Complete the form below:
- 2) Attach a copy of the contract/Invoice to be paid.
- 3) Make sure both Treasurer and Advisor Signatures are on this form.
- 4) Please check yes or no if check is to be sent or not. If the check is not sent it will be given back to you.
- 5) Please check the box if you would like a receipt for this request
- 6) Submit the form and the invoice to Cathy Leclerc in the Main Office

***ANY AMOUNT OVER \$1000.00 REQUIRES THE SIGNATURE OF THE SUPERINTENDENT PRIOR TO THE CHECK BEING WRITTEN**

Account from which the disbursement should be taken: _____

Amount of check: _____ **Date Requested:** _____

Send Check: Yes _____ No _____

Party to whom the check should be written:

Name: _____

Address: _____

City/State/Zip: _____

Purpose of the check: _____

Request receipt of this disbursement: Yes No

Invoice #(if applicable) _____ **Check #** _____ **Check Dated:** _____

Treasurer Signature: _____

Teacher/Advisor Signature: _____

Principal Signature: _____

Superintendent/Designee Signature: _____