

Office Use Only: Check # : _____ Date Issued: _____ Issued by: _____

CHECK REQUEST

ACTIVITY FUND

All money raised by classes, clubs, annual, etc. must be deposited in the Saltillo Activity Fund. Deposits are to be made to the bank by the organization. Deposit slips are to be filled out in duplicate (one copy for bank, and one copy for the organization). Request for disbursements of organizations funds must be made to the Superintendent's office. No disbursement will be made unless the teacher in charge of the organization submits a check request. Requests for checks should be made in a timely matter. All requests should be turned in to the Superintendent's office before a check is issued.

ACTIVITY ACCOUNT: _____ DATE _____
(Organization)

Check payable to: _____

Amount of Request: \$ _____

Reason of Request: _____

Requested by: _____