



FRANKLIN CENTRAL SUPERVISORY UNION

F10

STUDENT ACTIVITY FUND REQUEST FOR DISBURSEMENT FORM

Fund Activity Title, Fund Account, or Code Number: _____

1. Check One:

Check _____ Petty Cash Advance _____ Travel Advance _____ Start-Up Cash Advance _____

Payable To: _____ *Amount _____

Request By (Advisor or Other Student Activity Representative): Print & Sign

_____ Date _____
Print

Sign

Amounts over \$1,000.00 require the Principal's signature (unless the Principal is already signing the check)

Principal's Signature (if over \$1,000.00): _____

Check Number issued: _____ Check or Cash Advance Draw Date: _____
(To be completed by Student Activity Account Bookkeeper)

2. For Transfers:

Transfer From Account #: _____ Transfer To Account #: _____

Transfer Amount: _____ Date: _____

3. Is a receipt requested for this disbursement (copy of completed form): Yes _____ No _____

NOTES:

A. **Disbursements should not occur without supporting documentation.** Attach supporting documentation to this sheet that is evidence for the purpose of the disbursement. Examples include: the associated invoice, sales receipt, food tab receipt, registration form, scholarship/award approval, and itemized credit card charge slip.

B. For disbursement of advances as noted above, supporting documentation must be attached upon utilization of the advance. Prior to fiscal year ending, the reconciled return of the unused amount of cash is to be deposited back via a separate Cash Count Form and not combined with other cash receipts.