

**BIG SANDY ISD
ACTIVITY FUND CHECK REQUEST**

A -5

DATE: _____ Date Needed: _____

Activity Account or Club Name

Please issue a check to: _____

Attn: _____

Address: _____

Amount: _____

Reason for: _____

To the best of my knowledge, the club has sufficient funds in its account to cover this check request.

Sponsor

Principal Approval _____ Date

ATTACHED DOCUMENTATION FOR AUDIT PURPOSES

ATTACH AN ADDRESSED ENVELOPE FOR MAILING

FOR BUSINESS OFFICE USE ONLY

Approved by _____

Date _____