



# Cash Disbursement

Print Form

Accounting  
Mat-Su Borough School District  
501 N. Gulkana  
Palmer, AK 99645  
P: (907) 746-9262 || F: (907) 761-4086

**Special Instructions:** Cash Disbursement Requests will be accepted only for transactions that cannot be processed through the normal Purchase Order process. Please review School Board Policy regarding expenditures.

Vendor No.

Invoice Date

Invoice No.

PO Number

Name

Request Date

Attention

Address

\_\_\_\_\_  
Administrator Signature

Description of Request	Account Number	Amount
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

Total Cash Disbursement Requested:

### Business Office Use Only - Review Process

Available Funds Verified by Grants	<input type="text"/>
Request Reviewed and Approved by Accounting Supervisor	<input type="text"/>
Additional Approval (If Required)	<input type="text"/>