



Request for Student Activities Disbursement

Print Form

Accounting / Grants
Mat-Su Borough School District
501 N. Gulkana
Palmer, AK 99645
P: (907) 746-9223 || F: (907) 761-4086

Special Instructions: Checks cannot be issued without complete documentation for the request. Principal approval is required prior to payment.

Type of Request: Check
 Transfer (XFR)

Date

Student Activities Account Amount

Payable To Address

Memo

If a check or transfer is to be split between multiple Student Activity accounts, please specify on the lines below.

Student Activities Account	<input type="text"/>	Amount	<input type="text"/>
Student Activities Account	<input type="text"/>	Amount	<input type="text"/>
Student Activities Account	<input type="text"/>	Amount	<input type="text"/>
Student Activities Account	<input type="text"/>	Amount	<input type="text"/>

Delivery Method: Please provide check to Coach / Sponsor to deliver
 Please mail check to vendor listed above
 Other:

Requested By / Sponsor Signature Date

Principal Approval:

Approved
 Denied - Reason:

Authorized By Signature Date

Date Paid
Check #
Amount