

# Activity Fund Check Request

Date: \_\_\_\_\_

Activity Account: \_\_\_\_\_

Please specify the sport or group: ex. PTO, FFA, JH Boys Basketball, ect.

Amount of check: \_\_\_\_\_

Payable To: \_\_\_\_\_

(Include the address if the check should be mailed.)

Description: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

(Please verify all receipts or invoices are attached to this form.)

Requested by (please print): \_\_\_\_\_

(signature): \_\_\_\_\_

Supervisor signature: \_\_\_\_\_ date: \_\_\_\_\_