

PENN CAMBRIA SCHOOL DISTRICT
REQUEST for DISBURSEMENT of STUDENT ACTIVITY FUNDS

DISBURSEMENT INFORMATION

Club Name	
Today's Date	
Date Needed	
Disbursement Amount	
Reason For Disbursement	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
Payable To Whom (Name and Address)	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>

Please print this form on **BLUE** paper before signing & forwarding to the Business Office.

APPROVED BY (REQUIRED SIGNATURES)

Student Officer		Date
Advisor		Date
Building Principal		Date

REMEMBER TO ATTACH SUPPORTING DOCUMENTATION before forwarding to Business Office.
(INVOICE, REGISTRATION FORM, ETC.)
Lack of proper documentation could delay payment.