

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.*