

**Bow High School  
Student Activities Account**

**Request for Disbursement**

**Steps for requesting Disbursement:**

- 1) Complete the form below:
- 2) Attach a copy of the contract/Invoice to be paid.
- 3) Make sure both Treasurer and Advisor Signatures are on this form.
- 4) Please check yes or no if check is to be sent or not. If the check is not sent it will be given back to you.
- 5) Please check the box if you would like a receipt for this request
- 6) Submit the form and the invoice to Cathy Leclerc in the Main Office

**\*ANY AMOUNT OVER \$1000.00 REQUIRES THE SIGNATURE OF THE SUPERINTENDENT PRIOR TO THE CHECK BEING WRITTEN**

**Account from which the disbursement should be taken:** \_\_\_\_\_

**Amount of check:** \_\_\_\_\_ **Date Requested:** \_\_\_\_\_

**Send Check:** Yes \_\_\_\_\_ No \_\_\_\_\_

**Party to whom the check should be written:**

**Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City/State/Zip:** \_\_\_\_\_

**Purpose of the check:** \_\_\_\_\_

**Request receipt of this disbursement:** Yes  No

**Invoice #(if applicable)** \_\_\_\_\_ **Check #** \_\_\_\_\_ **Check Dated:** \_\_\_\_\_

**Treasurer Signature:** \_\_\_\_\_

**Teacher/Advisor Signature:** \_\_\_\_\_

**Principal Signature:** \_\_\_\_\_

**Superintendent/Designee Signature:** \_\_\_\_\_