

Charge same

PAYMENT ORDER TO THE CENTRAL TREASURER EXTRA CLASSROOM ACTIVITY FUND

to _____ account.

NAME OF ACTIVITY _____

20____

VERIFICATION OF AVAILABLE BALANCE:

UNENCUMBERED BALANCE \$ _____

DEPOSIT \$ _____

BALANCE \$ _____

AMOUNT OF THIS PAYMENT ORDER \$ _____

AVAILABLE BALANCE AFTER PAYMENT OF THIS ORDER \$ _____

YOU ARE AUTHORIZED TO ISSUE A CHECK

Pay to the Order of _____

In the amount of _____ Dollars \$ _____

For _____ as per attached Invoice

and charge same to _____ Activity

NAME OF ACTIVITY _____

DATE WHEN POSTED _____

SPONSORED BY _____
ACTIVITY TREASURER OR RECIPIENT

Order # _____

FACULTY ADVISOR

Check # _____

APPROVED _____

CHIEF FACULTY COUNSELOR

DATE OF APPROVAL _____

See Mrs. Lord for the form.