

**Junction City School District
PO Box 790
Junction City, AR 71749**

To request a payment from the District or Activity Fund, please complete the following and attach purchase orders, invoices, receipts, or any other documentation that is needed to support the expenditure. Checks will be printed each Wednesday. Vouchers will need to be turned in to the district office by Monday afternoon in order to be processed that week.

DISTRICT/ACTIVITY FUND VOUCHER

Date of Request: _____

Payable to: _____

Invoice Amount: _____

Purchase Order#: _____ (A signed purchase order must be attached in order to process payment)

Activity Account Code: _____

Name: _____

Elementary _____ High School _____ District Wide _____

Request Made By: _____

Approved by: _____

Principal's Signature

Approval Date: _____

District Office Use:

Date Received: _____

Budget Unit: _____