

**WATSON CHAPEL SCHOOLS  
ACTIVITY FUND CHECK REQUEST**

Date \_\_\_\_\_

Amount \$ \_\_\_\_\_

Check payable to \_\_\_\_\_

Activity fund to pay from \_\_\_\_\_

School \_\_\_\_\_

Purpose \_\_\_\_\_

Date check is needed \_\_\_\_\_

Deliver check to \_\_\_\_\_

Requested by \_\_\_\_\_

Approved by \_\_\_\_\_

For Central Office use only:

Approval \_\_\_\_\_

Fund code \_\_\_\_\_

**\*Attach invoices, receipts, or any other documentation that is needed to support the expenditure.**