

# ACTIVITY FUND CHECK REQUEST

To request a payment from the ACTIVITY FUND, please complete the following & attach invoices, receipts, or any other documentation that is needed to support the expenditure.

PAY TO:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

AMOUNT \$ \_\_\_\_\_

Date Needed \_\_\_\_\_  
(if applicable)

Purpose (be specific-what/where/when):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Fund to Pay From: \_\_\_\_\_

Requested By: \_\_\_\_\_

Date: \_\_\_\_\_

Approved By: \_\_\_\_\_

\_\_\_\_\_

Account Code:

\_\_\_\_\_  
\_\_\_\_\_