

**South Gibson County High School  
Fund Disbursement Form**

Please complete this form prior to making any purchase utilizing funds from any account operated by SGCHS. The purpose of this form is to ensure that SGCHS is operating under the guidelines as specified in the Tennessee Internal School Uniform Accounting Policy Manual.

Please check the type of request that you are making:

- Check Request**
- Purchase Order (P O #) Request**
- Reimbursement Authorization Request** (must be submitted prior to purchase)
- Credit/Charge Purchase**

***Receipts MUST be presented to Business Office (Mrs. Goode) for all purchases.***

Name of Business/Individual: \_\_\_\_\_

Item/s to be Purchased: \_\_\_\_\_

\_\_\_\_\_

Total Amount of Purchase: \_\_\_\_\_

Account Name: \_\_\_\_\_

Date of Request: \_\_\_\_\_

\_\_\_\_\_  
Signature of Person Making Request

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**For Office Use Only**

Received By: \_\_\_\_\_

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

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

***This form should be submitted to Mrs. Goode in the office and approval granted prior to a purchase or expenditure.***