



# NEW CLUB ACCOUNT REQUEST

Date

School / Location

Requested By:  
(Department Head / Principal, or Designee)

NEW Student Activity Club Name

Club Category

If Classroom Account, enter Teacher's "F" Number

## Funding Source:

Fines, Fees, Donations, Gates, Fundraisers, Other

## What will you spend the money on? (check all that apply):

Payroll

Software

Professional / Technical

Equipment (\$500 - \$4,999)

Student Travel

Dues / Fees

Purchased Services

Donations

Supplies

Club to Club Transfer (mandatory for all clubs)

Return completed form via email to one or both of the following members of the Accounting Services Department, Central Office:

[Teodor Dornea @ teodor.dornea@k12northstar.org](mailto:teodor.dornea@k12northstar.org)

[Meghan Hoffman @ meghan.hoffman@k12northstar.org](mailto:meghan.hoffman@k12northstar.org)