



**STUDENT ACTIVITY FUND
CHECK DISBURSEMENT REQUEST**

This form is to be completed by the individual requesting the check. The form serves as the authority for the issuance of a check drawn on the student activity fund checking account.

Sponsor Supplied Information

Date Requested: _____

Account Title: _____

Account #: _____

Amount: _____

Pay To: _____

Address: _____

Explanation: _____

Signature of Sponsor: _____

CHECK DISBURSEMENT

Date Entered in MUNIS: _____

Check Number: _____

Amount: _____

Date Received: _____

Signature of Bookkeeper: _____