DALLAS INDEPENDENT SCHOOL DISTRICT

FASC - ACTIVITY FUNDS
STUDENT ALLOTMENTS FORM

This form shall be used to document **student only** allotments issued to students for student travel. Each student must manually sign and date this form upon receipt of funds. Any undistributed funds must be returned (immediately) to the bookkeeper. The bookkeeper must issue an oracle cash receipt to the sponsor for the total amount returned.

SCHOOL: _____ **DATE(S) OF TRAVEL:** _____

REASON FOR ALLOTMENT: Meals ☐ **Souvenirs Other** ☐ _____

STUDENT NAME (completed by sponsor)	**ID Number**	**AMOUNT**	**STUDENT SIGNATURE** (upon receipt of funds)	**AMOUNT**	**DATE RECEIVED**

$_____ (-) $_____ = $ _____

Amount of Check **Amount Distributed** **Amount Returned to Bookkeeper**

_____ _____ _____

Oracle Receipt Number **Bookkeeper Signature** **Date**

Principal Signature: _____ **Date:** _____

*EACH STUDENT'S NAME, ID# & AMOUNT MUST BE ENTERED AT THE TIME OF ADVANCE REQUEST **THIS FORM MUST BE SUBMITTED WITH STUDENT SIGNATURES AT TIME OF RECONCILING IN I-EXPENSE