

**SCHOOL ACTIVITY FUND  
ADVANCE REPORT**

F-SA-9

Date
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School	Middlesboro High School
Activity Account	

Function Description:
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Date	Advance Description	Amount

**Total Allowed Advances**

Attach Receipts
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Amount Advanced (Check No. _____)	_____
Other Adjustments (please explain):	_____
Amount Returned (Receipt No. _____)	_____
Amount Reimbursed (Check No. _____)	_____

Approval

\_\_\_\_\_  
Sponsor

\_\_\_\_\_  
Principal

\_\_\_\_\_  
School Treasurer

Must be submitted by close of the next business day after the trip.