BUSINESS & FINANCIAL SERVICES

REQUEST FOR ADVANCE FORM
(Campus Activity Funds)

Date:_____ Amount $_____ Sponsor: _____

Campus: _____ Group:_____

Purpose of Advance: _____

_____

Required: Attach a quote for the items that you are purchasing, to this request. The advance amount cannot exceed the amount of the purchase.

Agreement:
I will use this money exclusively for the above stated activity. These funds will be deducted from our account when the recap is reconciled. These funds will be repaid even if the fundraiser doesn't raise enough funds. By signing, I agree to all the terms above.

_____ _____

Teacher/Sponsor's Signature Date

_____ _____ ☐ Approve ☐ Disapprove

Principal's Signature (Approval) Date