London Independent School District

Student Activity Account

Disbursement Request Form

Club Name _____ Number _____

Requested Disbursement Amount $_____

Requested By _____

Vendor/Payee _____

Address _____

_____

City State Zip Code

☐ Mail Check to Vendor/Payee

☐ Return Check to Sponsor/Requestor

This expenditure relates to the following Fundraising Event or Activity:

_____

_____

Item No.	Description	Quantity	Unit Price	Amount
			Total	

Submitted By _____

Sponsor Signature Date

Approved By _____

Principal Signature Date

Approved By _____

Dir of Finance Signature Date

For Business Office Use Only

Check # _____

Pymt Date _____

Amount $_____

Initials _____

Account # _____

REQ # _____ PO # _____

Updated 10/11/21