

# SOUTH EASTERN SCHOOL DISTRICT

377 Main Street ■ Fawn Grove, PA 17321

Phone (717)382-4843 ■ Fax (717)382-4769



## FUND DISBURSEMENT APPROVAL STUDENT ACTIVITY

This form must be completed to comply with school code for Special Purpose Funds.

Organization Name: \_\_\_\_\_

Advisor: \_\_\_\_\_ Title \_\_\_\_\_

Reason for Expenditure: \_\_\_\_\_  
\_\_\_\_\_

Vendor Name: \_\_\_\_\_ Date Check Needed: \_\_\_\_\_

Vendor Address: \_\_\_\_\_  
\_\_\_\_\_

Special Payment Instructions: \_\_\_\_\_

Amount of Expenditure: \_\_\_\_\_

Please attach copy of quote or any other pertinent information

Advisor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Administrator's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Student Signature Section – 1 officer must sign

Student Officer: \_\_\_\_\_ Date: \_\_\_\_\_  
(Printed Name) (Signature)

Student Officer: \_\_\_\_\_ Date: \_\_\_\_\_  
(Printed Name) (Signature)

Business Office Only:

Assigned PO # \_\_\_\_\_

Date Entered on Spreadsheet \_\_\_\_\_

Account Code \_\_\_\_\_

SESD: 61 (08/16)

Routing: Original – Contact Person

Copy - School