

GUNPOWDER ELEMENTARY



PRE-APPROVAL AND DISBURSEMENT REQUEST FORM

DATE:

PAY TO THE ORDER OF:

AMOUNT:	DOLLARS &	CENTS
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(Written out in words)

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\$

<i>Requestor's Signature</i>

•President's pre-approval is strongly recommended prior to incursion of expenses.

••Please attach original receipts to this form prior to forwarding to treasurer.

DELIVER CHECK VIA:

U.S. MAIL (PROVIDE ADDRESS): _____

GUNPOWDER STUDENT & TEACHER: _____

OTHER: _____

PURPOSE/BUDGET ITEM:

ITEMIZED EXPENSES BELOW:

ITEMIZED TOTAL:	\$
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<p><u>OFFICER'S USE ONLY - PRE-APPROVAL</u></p> <p>Amt. approved \$ <input style="width: 150px;" type="text"/> (+/- 10%)</p> <p>Date: _____</p> <p>Signed: _____</p>	<p><u>TREASURER'S USE ONLY</u></p> <p>Date paid _____</p> <p>Check No. _____</p> <p>Amt. of Check \$</p> <p>Account #'s</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <tr> <td style="width: 33%; height: 20px;"></td> <td style="width: 33%;"></td> <td style="width: 33%;"></td> </tr> </table>			