

**METHUEN PUBLIC SCHOOLS  
DISBURSEMENT FORM  
for Student Activity Account**

**\*\* Receipts or Invoice MUST BE ATTACHED TO THIS FORM \*\***

Student Activity Account Name: \_\_\_\_\_ Date \_\_\_\_\_

School: \_\_\_\_\_ Amount Requested: \_\_\_\_\_

Make Check Payable to: \_\_\_\_\_

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

***\*\*THIS REQUEST SHOULD BE FOR THE***

***EXPRESS PURPOSE OF CONDUCTING STUDENT ACTIVITIES\*\****

Purpose: \_\_\_\_\_

Where funds raised for this purpose? \_\_\_\_\_ Yes \_\_\_\_\_ No

Documentation Attached: \_\_\_\_\_ Original Invoice \_\_\_\_\_ Original Receipts *(paid by individual above)*

**\*\*\* ALL SIGNATURES BELOW ARE SIGNED UNDER PENALTIES OF PERJURY\*\*\***

Requested by: \_\_\_\_\_ Position \_\_\_\_\_

Approved by: \_\_\_\_\_ Date \_\_\_\_\_

(Principal Signature)

School Student Activity Monitor: \_\_\_\_\_ Date \_\_\_\_\_

(Signature)

\*\*\*\*\*

**PAYMENT INFORMATION**

**To be filled in by Student Activity Account Monitor**

Student Activity Account Monitor: \_\_\_\_\_ Date \_\_\_\_\_

Funds are Available in the Account: \_\_\_\_\_ Yes \_\_\_\_\_ No

Check # \_\_\_\_\_ Check Date \_\_\_\_\_ Issued by: \_\_\_\_\_

Comment: \_\_\_\_\_