



Disbursement Request

To be used with any request for funding outside day to day operations of the school

Name/Group _____

Requested Amount: \$\$ _____ Date: _____

Reason for Request:

Bids: Each request over \$2500 requires 3 bids to be attached to this request. If lowest bid was not selected, please explain:

APPROVALS REQUIRED (Email approvals are accepted and must be attached to this request):

Up to \$500 - Finance Manager _____ Date _____

\$501 - \$2499 - Director _____ Date _____

\$2500+ - BOD Approval _____ Date _____

Date Approvals Received: _____

General Ledger Cost Code to be applied to: _____

Date Processed/Paid: _____