

PENN MANOR SCHOOL DISTRICT

ADMINISTRATIVE REGULATION

APPROVED: November 15, 2012

REVISED:

618-AR-1. EXPENDITURE REQUEST FORM

Account # _____

Amount \$ _____

MAKE CHECK PAYABLE TO: _____

ADDRESS: _____

CHARGE TO: _____
(Name of Organization)

PURPOSE: _____

Invoice or receipts must be attached

APPROVED:

Faculty Advisor _____

Principal _____

Student Treasurer _____ Check # _____ Date _____
(secondary level)

NOTE: An invoice, bill, or receipt must accompany this request for check.