

Sample Form

Charge same
to yearbook account
NAME OF ACTIVITY

Payment Order to the Central Treasurer EXTRA CLASSROOM ACTIVITY FUND

YOU ARE AUTHORIZED TO
ISSUE A CHECK

3 9/15 2018

VERIFICATION OF AVAILABLE BALANCE:

UNENCUMBERED
BALANCE \$ 810.00

DEPOSIT \$ —

BALANCE \$ 810.00

AMOUNT OF THIS
PAYMENT ORDER \$ 310.00

AVAILABLE BALANCE
AFTER PAYMENT OF
THIS ORDER \$ 500.00

Pay to the Order of Jostens
In the amount of three hundred ten & 1/100 Dollars \$ 310.00
For yearbooks per attached Invoice
and charge same to yearbook Club Activity
NAME OF ACTIVITY

9 mz
INITIAL WHEN POSTED
10 9/17/18
DATE OF APPROVAL

ORDER NO. 11
CHECK NO. 211

12
ACTIVITY TREASURER OR RECIPIENT
SPONSORED BY 13 Jayla Mayville
FACULTY ADVISOR
APPROVED 14 Monica Benson
CHIEF FACULTY COUNSELOR

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1. Student Activity Account
2. Summary of the transaction taken from student's ledger
3. Date of payment order
4. Vendor being paid
5. Written amount of check needed
6. Amount of check needed
7. Description of what check is for
8. The student activity needing the check
9. Central Treasurer's initials when posted to their ledger
10. Date Central Treasurer posted to their ledger
11. Check number
12. Student Treasurer's signature
13. Faculty Advisor's signature
14. Building Principal's signature

Instructions for Payment Order to the Central Treasurer

- ✓ All parts of the Payment Order must be filled out.
- ✓ A copy of the bill being paid must be attached to the Payment order.
- ✓ A Payment Order must have all the required signatures.
- ✓ The original Payment Order is attached to the original bill and kept by the Central Treasurer.
- ✓ The yellow copy of the Payment Order and a copy of the bill must be kept by the Student Treasurer for their records.