Payment Order To The Central Treasurer
Extra Classroom Activity Fund

Charge same

To ____________________________ account.

NAME OF ACTIVITY

Verification of Available Balance:

Unencumbered Balance $ ______

Deposit $ ______

Balance $ ______

Amount of This Payment Order $ ______

Available Balance After Payment of This Order $ ______

You are authorized to issue a check

Pay to the Order of ______________________________________

In the amount of ______________________________________ Dollars $ ______

For __________________________________________________________ as per attached invoice

and charge same to ______________________________________ Activity

NAME OF ACTIVITY

Initial When Posted

Order # 001

Date of Approval

Check # ______

Sponsored By

Activity Treasurer or Recipient

Approved

Faculty Advisor

Chief Faculty Counselor

ATTACHMENT H