

**SCHOOL ACTIVITY FUND  
STUDENT REFUND / CASH DISBURSEMENT FORM**

School	
Activity Fund	
<b>Purpose</b>	
Teacher or Sponsor	

	Student Signature	Amount		Student Signature	Amount
1.			21.		
2.			22.		
3.			23.		
4.			24.		
5.			25.		
6.			26.		
7.			27.		
8.			28.		
9.			29.		
10.			30.		
11.			31.		
12.			32.		
13.			33.		
14.			34.		
15.			35.		
16.			36.		
17.			37.		
18.			38.		
19.			39.		
20.			40.		

Students in **6th grade** and above must sign form as they receive the refund. **K-5th grade: Teacher/sponsor may print names**  
The form must be returned to the school treasurer after all funds are disbursed.

<b>Office Use Only</b>	Total Amount <b>Disbursed</b> \$
<b>Recapitulation:</b>	

\_\_\_\_\_  
Person **Distributing** Money

\_\_\_\_\_  
School Treasurer

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

*White copy to School Treasurer*

*Yellow Copy for Teacher or Sponsor*

**This completed document serves as supporting documentation for the expenditure**