

**Wharton Independent School District
Activity / Agency Account
Requisition and Authorization for Payment**

Select your campus:

- Sivells Elementary School Wharton Elementary School Wharton Junior High School Wharton High School

Please review Activity Funds Procedures in the Wharton ISD Financial Procedures Manual. All expenditures must be pre-approved.

Request to Expend Activity/Agency Funds

Date of Request _____ Amount Requested \$ _____

Description of purchase _____

Make check payable to:

(Name)

(Address)

(City, State & Zip)

Name of Sponsor: _____

Pay from: (Club/Organization/Acct): _____

This request is (circle one) Approved / Not Approved

Supervisor's Signature _____ Date _____

Office Use:

- Purchase under \$249

Check # _____ Amount # _____

- Purchase between \$250 to \$499 – Send copy of this form to Business Manager.

Check # _____ Amount # _____

- Purchase over \$500 – Check must be initialed by Business Manager or CFO. (____)

Check # _____ Amount # _____

Note: Invoices are paid between the 1st and 5th of each month. Sales Tax will not be reimbursed. Attach invoice to the back of this form.

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