



Date: _____

School: _____

Check appropriate boxes:

CREATE AN ACCOUNT

CLOSE AN ACCOUNT

Student Activity Account (Fund 80)

Trust Account (Fund 71)

Name of Account: _____

State the purpose of the **NEW** account OR the reason why the current account is being **CLOSED**:

*For **NEW** account- List Source(s) of revenue:

*For **NEW** account- List types of expenses to be incurred:

Student Officer's Signature

Principal's Signature

Faculty Sponsor's Signature

Chief Financial Officer's Signature

BOARD OF SCHOOL DIRECTORS ACTION

This request was

APPROVED

DISAPPROVED

Meeting Date

Reason for disapproval or qualifications of approval, if applicable, were as follows:

Board Secretary's Signature

Date