



DUBLIN HIGH SCHOOL

ASSOCIATED STUDENT BODY DISBURSEMENT REQUEST

Disbursements take 2-3 weeks to process. Please plan accordingly.

This form must be completely filled out.

The following documents must be attached to this disbursement request:

1. Mintues Log 2. Invoice, Quote, and/or Original Receipt(s) 3. Packing Slip (if applicable).

Date: _____

 Mail

 Teacher / Coach Mailbox

 Return To: _____

Invoice #: _____

Payable to: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____

Qty	Description	Unit Price	Amount
Description of Services / Special Instructions		Sub-Total:	
		Tax:	
		Shipping:	
		TOTAL:	

This Section Must be Completed by Club or Team:

I hereby certify this request has been approved and logged by the:

Club or Team

Club Officer / Team Captain (Please Print) Date

Club / Team Advisor Name (Please Print)

Club / Team Advisor Signature Date

This Section Must be Completed by ASB and Administration:

I hereby certify this request has been approved and logged by the Associated Student Body

ASB Officer Date

Student Activities Director

Account Technician

Administrator

Office Use Only

Deduct total amount from: _____

Account Name
Account Number