

Charge same  
 to \_\_\_\_\_ account.  
NAME OF ACTIVITY

**PAYMENT ORDER TO THE CENTRAL TREASURER  
 EXTRA CLASSROOM ACTIVITY FUND**

**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 \_\_\_\_\_ 20\_\_\_\_  
 In the amount of \_\_\_\_\_ Dollars \$ \_\_\_\_\_  
 For \_\_\_\_\_ as per attached Invoice  
 and charge same to \_\_\_\_\_ Activity

INITIAL WHEN POSTED \_\_\_\_\_

DATE OF APPROVAL \_\_\_\_\_

Order # 001

Check # \_\_\_\_\_

NAME OF ACTIVITY \_\_\_\_\_  
 SPONSORED BY \_\_\_\_\_ ACTIVITY TREASURER OR RECIPIENT  
 APPROVED \_\_\_\_\_ FACULTY ADVISOR  
 \_\_\_\_\_ CHIEF FACULTY COUNSELOR