Monroe County Intermediate School District
Student Activity Deposit & Check Request Form

DATE _____

(1) DEPOSIT SECTION

Deposit Received From: _____

Address (if for a donation) _____

_____

Account Number: _____ Amount: _____

Donation or Deposit Purpose: _____

_____

_____

***** Donation information will be forwarded to the Superintendent's office by the Business Office to assure the Board of Education members are notified and a letter of appreciation is sent to the Donor(s).

(2) CHECK REQUEST SECTION (Attach receipts or invoices)

Check to be Paid to: _____

Address: _____

_____

Purchase Order Number (if required): N/A

Account Number _____ Amount: _____

Purchase Purpose: _____

_____

Employee Signature: _____

Date

(3) APPROVAL SECTION

Principal/Supervisor Signature: _____

Date

Business Office Signature _____

Date

Student Activity Account Numbers

81-02 =	Airport MS-Wagar	81-14 =	Quiz Bowl	81-24 =	K. Simmons	81-35=	MOCI-Smith
81-03 =	Education Center-Misc	81-16 =	Springsteen	81-25 =	Lauren Rhoades	81-36=	First Robotics
81-04 =	Logo Wear	81-17 =	MCMC	81-26 =	Elyse Bryant	81-37=	Rachel Hower-Mason
81-05 =	MOCI-Callahan	81-18 =	Fischer	81-27 =	Renee Retli	81-38=	Hearing Impaired
81-06 =	Music Therapy-Snell	81-19 =	Trans Plant	81-28 =	Charlene Soule	81-39=	Head Start
81-07 =	Yearbook	81-20 =	CASBA	81-29 =	Gina Watkins	81-40=	Douglas Rd Elementary
81-08 =	Transition Center	81-21 =	Sum El-Miller	81-31=	Bedford X-Cat	81-41=	Mason Peer to Peer
81-09 =	Hopson $250.00	81-22=	Ourlian	81-32=	Monroe Aut. Collab		
81-13=	CEC	81-23=	ECSE	81-34=	Trojan Bean Stop		