



REQUEST FORM TO ACCESS FUNDS FROM AN ACTIVITY ACCOUNT 2023-2024

When completing this form, **both** the Parent Representative and the Coach/Sponsor **must sign** in order to access funds from the activity's Falcon Club account. The Coach/Sponsor will make the final decision and have final approval regarding how funds in their Staley Falcon Club activity account will be used.

Activity/Group _____ Amount of Funds Requesting: \$ _____

Funds to be used for: _____

Make Check Payable to: _____

Address _____

City _____ State _____ Zip Code _____

*All checks are mailed directly unless you instruct otherwise. Faculty checks will be put in mailboxes.

Check One

Reimbursement (NOTE: Reimbursements will NOT be made if receipt/invoice date is past 30 days from request date. NO EXCEPTIONS!)

Vendor Payment: Invoice/Order Number: _____ W-9*: ___ On-File or ___ Attached

***Must have W9 on file or attached to request form in order for payment to be processed. If request is submitted without a W-9, request will be returned unpaid. No exceptions.**

Please Note: Activities must receive pre-approval from the Activities Office for persons providing a service to the activity that involves direct work with students either one-on-one or as a group. Please attach an approved Clinician's Contract Verification form when required along with an invoice for services with your request. No payments to individuals providing these services (examples choreography, coaching, training, etc.) will be made without pre-approval by the Activities Office.

Coach/Sponsor Signature

Coach/Sponsor Printed Name

Date

Official Parent Rep Signature

Official Parent Rep Printed Name

Date

Official Parent Rep Phone Number

Official Parent Rep Email Address

All requests in Treasurer's inbox (email) and/or in Falcon Club Mailbox by Thursday, 9am will be processed and mailed by Tuesday. Email completed requests and supporting documentation to: falconclubtreasurer@gmail.com OR return to Falcon Club mailbox (located in School's Admin Office). **Questions? Email: falconclubtreasurer@gmail.com.

Falcon Club use only:

Date Received: _____ Date Paid: _____ Check #: _____

Comments: