REQUEST FORM TO ACCESS FUNDS FROM AN ACTIVITY ACCOUNT
2022-2023

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 Tuesday, 9am will be processed and mailed by Friday. 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: