



## REQUEST FORM TO ACCESS FUNDS FROM AN ACTIVITY ACCOUNT 2021-2022

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](mailto:falconclubtreasurer@gmail.com) OR return to Falcon Club mailbox (located in School's Admin Office). **Questions? Email: [falconclubtreasurer@gmail.com](mailto:falconclubtreasurer@gmail.com).**

### **Falcon Club use only:**

Date Received: \_\_\_\_\_ Date Paid: \_\_\_\_\_ Check #: \_\_\_\_\_

Comments: