

**Exhibit - Request for Establishment of Student Activity Fund**

To be submitted to the Business Manager

Permission is hereby requested to establish a Student Activity Fund for the purposes below:

School Name Normal West High School

Student Activity Fund Name Normal West Pride Club

**To be completed by Accounting Department:**

Account Number - Revenue \_\_\_\_\_

Account Number - Expenditure \_\_\_\_\_

1. The purpose of the proposed Student Activity Fund is to fund student activities from a  
school account.

2. Income in support of this Student Activity Fund will be obtained from the following sources:  
apparel sales, fund

3. Expenditures from this Student Activity Fund will be for these purposes: \_\_\_\_\_  
graduation cords, educational materials, outings

**4. Authorized Signatures:**

The following individuals are authorized to initiate expenditures from this fund:

N/A

Student Representative

Faculty Advisor

5. Other Comments: \_\_\_\_\_

Principal

This request was approved by the Board of Education on \_\_\_\_\_

Business Manager

Date