*Revised 10/2020*

# NEW BEDFORD PUBLIC SCHOOLS
## STUDENT ACTIVITY ACCOUNT

## FORMS

**FORM A** Schedule of Receipts
*To record monies received & use as backup for Form D*

**FORM B** Withdrawal Slip
*To request to pay a vendor*

**FORM C** Purchase Request Approval
*To request approval for a purchase of $5,000 and over*

**FORM D** Schedule of Departmental Payments to Treasurer
*To record deposits with Treasurer's Office*

**FORM E** Replenishment Request
*To request a transfer of funds from the agency account to the checking account*

**FORM F.1** Fundraising Request
*To request approval to hold a fundraising event*

**FORM F.2** Fundraising Summary
*To record fundraising monies received*

**FORM H** Field Trip Request
*To request field trip approval & use as backup for Form B*

**FORM I.1** Coordinator's Checklist for Temporary Food Events
**FORM I.2** Application for Temporary Food Establishment Permit
**FORM I.3** Guidelines for Temporary Food Establishment
*To hold a temporary food event*

**FORM J** Trial Balance Sheet
*To record account activity*