FORM B
Revised: 10/2020

NEW BEDFORD PUBLIC SCHOOLS
STUDENT ACTIVITY ACCOUNT
WITHDRAWAL SLIP

Use this form to request vendor payment. SAA Advisor & Principal must sign. Keep a copy for your records. Submit with original invoice or receipt attached to Finance & Operations.
(Checks may take up to 3 weeks to issue – over $500 may take longer)

SCHOOL NAME/
CLASS/CLUB: _____ DATE: _____

MAKE CHECKS PAYABLE TO: _____

AMOUNT: $_____

ADDRESS: _____

_____

_____

PURPOSE: _____

_____

_____

_____

WHICH OF THE FOLLOWING IS ATTACHED: ☐ BILL (NOT YET PAID)

☐ RECIEPTS (PAID BY INDIVIDUAL LISTED ABOVE)

(SIGNATURES REQUIRED)

REQUESTED BY:

STUDENT ACTIVITY ACCOUNT ADVISOR: _____

PRINCIPAL: _____

APPROVED BY ASST. SUPT.: _____

* *

CHECK: _____ CHECK DATE: _____ ISSUED BY: _____

COMMENTS: _____

_____

_____