



**ADMINISTRATIVE FORM 3506  
STUDENT ACTIVITY FUNDS  
CHECK AUTHORIZATION**

School name \_\_\_\_\_

Check request date \_\_\_\_\_

Check amount \_\_\_\_\_

Make check payable to \_\_\_\_\_

Purpose for check \_\_\_\_\_

Activity advisor approval	Date	Activity account name	Activity account number

Administrator approval	Date		

Check prepared by \_\_\_\_\_

Check date \_\_\_\_\_

Check number \_\_\_\_\_

PO number \_\_\_\_\_



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