

**WENATCHEE HIGH SCHOOL ACTIVITIES**  
**IMPREST FUND CHECK REQUEST**

TODAY'S DATE \_\_\_\_\_ DATE NEEDED \_\_\_\_\_

CHECK AMOUNT \$ \_\_\_\_\_

PAYABLE TO \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

MAIL CHECK YES \_\_\_ NO \_\_\_ RETURN TO \_\_\_\_\_

PURPOSE FOR EXPENDITURE \_\_\_\_\_  
\_\_\_\_\_

DATE OF EVENT OR TRIP \_\_\_\_\_

**PLEASE CHARGE THE FOLLOWING ACCOUNT(S):**

\_\_\_\_\_  
ACCOUNT CODE      ACCOUNT NAME      \$ \_\_\_\_\_ AMOUNT      \_\_\_\_\_  
ACTIVITY ADVISOR

\_\_\_\_\_  
ASB ACTIVITY TREASURER

\_\_\_\_\_  
ACCOUNT CODE      ACCOUNT NAME      \$ \_\_\_\_\_ AMOUNT      \_\_\_\_\_  
ACTIVITY ADVISOR

\_\_\_\_\_  
ASB ACTIVITY TREASURER

\_\_\_\_\_  
COORDINATOR/ADMINISTRATOR

\_\_\_\_\_  
ASB CENTRAL TREASURER

CHECK # \_\_\_\_\_

DATE \_\_\_\_\_