Student Activity Account
Accounts Payable Payment Request

School: _____

Club: _____

Check #	Check Date:	Payee	Club/Class	Amount
		TOTAL:		$ -

Attach the following original documents to the reimbursement request for each check:

Completed check request form with:

Original bill/invoice (not statement); or
Original detailed receipt/event document explaining details and
Quickbooks printout

Return completed form (with original backup) to: SAA Bookkeeper