

**NORTHSIDE INDEPENDENT SCHOOL DISTRICT
Student Activity Funds (SAF)
Payment Request**

SAF # B7-0039

Part 1: To be completed by sponsor/person requesting payment:
Attach original invoice to this request before submitting to the bookkeeper.

Pay To: McNay Art Museum
Name of Payee
6000 N. New Braunfels
Street Address
S. A. TX 78209
City, State, Zip

AMOUNT \$ 75.00

Payment Due Date: 10-21-xx

Description of Item/Service Purchased: Entry fees to see Butterfly Exhibit

Are item(s) being purchased for re-sale?
Yes No

If yes, how will sales tax be paid?
Tax included on invoice

Sales Tax Report

Pay From: SAF Account Name: Third Grade Class
SAF Account Number: 2197-14-xxx
Payment Request By: Mrs. Deachen
(Signature)

Date: 10-1-xx

Part 2: To be completed by campus bookkeeper:

Payment Type (Check One)
 Central Office Check
 Campus Immediate Need Check
Ck # 861001 Ck Date 10/21/xx
 Campus Petty Cash Fund

Service Provider Tax Information
Is this payment for a service? Yes No

Special Handling Instructions for Central Office Checks
 Check this box if the check should be held in Accounts Payable for pick up

Field Trips
Is the field trip instructional or curriculum related? Yes No

If yes, include Fund 461 account.

PAID TO: _____
(Signature of Recipient)

Intradistrict Services
Vendor Number 23117

						FOR BUSINESS USE ONLY	
FUND	FUNC	OBJECT	ORG	PRG	AMOUNT	INVOICE NUMBER	INVOICE AMOUNT
461	11	6412.00	xxx	x11	75.00		
461	00	5755.00	xxx	x00	<75.00>		
865	00	2197.14	xxx	x00	75.00		

Part 3: To be completed by campus administrator:

Payment Authorized By: Mr. Principal
(Principal's Signature)

Date: 10-5-xx

Is an overdraft of this account pre-approved?

If Yes, please initial here _____

Date: _____

Additional Approvals: _____
Asst. Super. of Elementary/Secondary Education*
Executive Director of Media/Technology**

** Required for transfers from the textbook account
Gold Copy - Sponsor
BLS 114 07-00 FR

required for transfers from interest earned account
White & Yellow Copy - Purchasing
1025-26/GR FE + 7 years

Pink Copy - School Office