



Mrs. Rebecca Kelley  
 Assistant to the Superintendent

Mr. Kenneth Berlin  
 Superintendent

Mrs. Vicki Bendig  
 Business Administrator

**SENECA HIGH SCHOOL ACTIVITY ACCOUNT REQUISITION**

Requisition Number: \_\_\_\_\_  Payment  Transfer

Quotes must be obtained for purchases exceeding \$1,000.00. Acceptance of higher quote or no quote, requires an explanation.  
 Please attach all invoices, receipts and quotes and submit to Accounts Payable.

Vendor: \_\_\_\_\_  Check if new vendor needs to be added to K12

Payable To: \_\_\_\_\_ (If not Vendor)

Address: \_\_\_\_\_ (If not Vendor or a new Vendor)

\_\_\_\_\_

Select Account to Charge - Check One:				
Bobcat Den School Store	81.500		Student Body	81.511
Drama Club	81.501		Student Council	81.512
Fall Theatre	81.502		Yearbook Financial	81.513
FBLA	81.503		Winter Guard	81.514
World Language Club	81.504		Class of 2022	81.522
Music Festival	81.505		Class of 2023	81.523
Musical	81.506		Class of 2024	81.517
National Honor Society	81.507		Class of 2025	81.518
Newspaper	81.508			
Science Tech Fund	81.509		Petty Cash	81.0103
Stage Crew	81.510		Music/Chorus/Band	81.526

Quantity	Description	Total

**Total Amount Due:** \_\_\_\_\_

To the best of my knowledge, there are no outstanding bills or items on order in excess of the fund balance.

Advisor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Treasurer's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Principal/ Asst. Principal Signature: \_\_\_\_\_ Date: \_\_\_\_\_