



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		Winter Guard	81.514	
Fall Theatre	81.502		International Travel Club	81.515	
World Language Club	81.504		AP Club	81.516	
Music Festival	81.505		Class of 2025	81.518	
Musical	81.506		Class of 2026	81.519	
National Honor Society	81.507		Class of 2027	81.524	
Science Tech Fund	81.509		Class of 2028	81.521	
Stage Crew	81.510		Leadership Class	81.525	
Student Body	81.511		Music/Chorus/Band	81.526	
Student Council	81.512		Environmental Science Club	81.527	
Yearbook Financial	81.513				

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: \_\_\_\_\_