

## ACTIVITY ACCOUNT GUIDELINES

1. All orders **MUST** be approved **IN ADVANCE** by the Principal. **Orders may not be placed without prior approval.** The person submitting this form will place the order when the paperwork has been completed and signed by all parties.
2. When the order is received, sign the invoice for approval for payment and turn in to the Principal.
3. All cash collected (if applicable) must be deposited with the Principal for the order being submitted.
4. All orders must be placed a minimum of three (3) school days before the check is to be written.
5. Orders placed without prior approval may become the responsibility of the person ordering.

### REQUEST TO USE MIDDLE SCHOOL FUNDS

**Rib Lake High School**  
**1200 North Street**  
**Rib Lake, WI 54470**  
**Telephone (715)427-3220**  
**Fax (715)427-5022**

Purchase order number \_\_\_\_\_

Number of items	Short description	Unit cost	Total cost

Vendor \_\_\_\_\_

Vendor address \_\_\_\_\_

\_\_\_\_\_

Teacher Name \_\_\_\_\_ Date \_\_\_\_\_

Principal's approval \_\_\_\_\_ Date \_\_\_\_\_

Athletic Director's Approval: \_\_\_\_\_ Date \_\_\_\_\_

\* All athletic purchases need the approval of the Athletic Director before being turned in to the office.