

939 Felton Road  
Key West FL 33040

Office use:
Funds Available _____
Verified By _____
Add to Agenda _____
Motion to Approve _____
Second _____

Committee \_\_\_\_\_  
 Chairperson \_\_\_\_\_  
 Submitted By \_\_\_\_\_  
 Date Submitted \_\_\_\_\_  
 Action/Meeting Date \_\_\_\_\_

Reason for Request \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Action Taken 

Approved	Denied	Tabled
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Funds source if known \_\_\_\_\_

Payee Information:

Name \_\_\_\_\_  
 Address \_\_\_\_\_  
 \_\_\_\_\_  
 Telephone \_\_\_\_\_  
 Amount Payable: \_\_\_\_\_

NOTE: If your request is approved you will need to submit a receipt or invoice to the Treasurer.  
 The Treasurer will prepare a Check Requisition Form, the Principal will sign your check and you  
 will be notified when it is ready.