

MIDWOOD HIGH SCHOOL AT BROOKLYN COLLEGE
MICHAEL MCDONNELL, PRINCIPAL

AUTHORIZATION TO TREASURER FOR DISBURSEMENT OF MONEY

Complete this request and submit to the Treasurer's Office, room 255. Bills must be attached to substantiate the need for this disbursement. Every bill must have a clear explanation of the exact purchase. All purchases over \$500 require three (3) bids.

3 Bids Attached

Bids on File

Received Goods – Issue Check (invoice attached with dated signature of receipt)

Need to Create a Purchase Order (quote attached)

Make check/PO payable to: (Print name exactly as you wish check to be drawn)	Invoice #	Date	Amount

Explanation of Purchase: _____

Charge Account: _____

CHECK ONE: **ATHLETIC** **NON-ATHLETIC**

Faculty Advisor Requesting Payment/PO Date

Athletic Director / AP Supervision Date

Assistant Principal Organization Date

Principal Date

DO NOT WRITE BELOW THIS LINE

Notes:

Check #: _____

PO #: _____