

**LOS ANGELES UNIFIED SCHOOL DISTRICT
STUDENT BODY FINANCE SECTION**

Date _____

CHECK VOUCHER FOR DISBURSEMENT

Elementary School _____

INSTRUCTIONS: Complete this form for each check issued and staple sales receipt or invoice below. File by check number.

Check written to _____

Amount \$ _____ Description _____

Date of Check _____ Check # _____

Check if Applicable:

District Funds

Imprest Funds - IMA Account # _____

Student Body Funds

- Equipment
- Student Body Activity Supplies & Expenses
- Augmentation & Enrichment Supplies & Expenses
- Trust Accounts
- Other _____

APPROVED: _____
Principal's Signature

Date

Rev. 08/06