

Kilgore Independent School District
Request for Non-Travel Advance - Activity Funds

School _____

Organization _____

Sponsor _____

Check Written to: _____

(this person must be a KISD employee)

Reason for advance

Please provide a detailed listing of items to be purchased with this advance. Only items listed below may be purchased with this advance.

Advance Requested: _____

Receipts for all expenses must be turned into the office immediately upon return. If purchases are made that are not listed above, KISD has the authority to withhold these amount from future earnings.

Sponsors Signature

Date

Principals Signature

Date

Administrative use only			
Check Number	_____	Date	_____
		Initials	_____
Date on which receipts were received		_____	