

# ADVANCE PAYMENT REQUEST

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Person requesting advance

\_\_\_\_\_  
Date

Purpose for advance payment:

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(\*\*Note: Please state the activity, location of the activity, date & time of the activity.)

I understand that this money should be used exclusively for the above stated activity.

I understand that this money should NOT be used to make cash payments to judges, officials, security guards, etc.

I understand that I should return the unused portion of this money along with all supporting documents for expenses to the school financial clerk immediately after returning from the activity stated above.

I agree to the above conditions.

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(Teacher/Sponsor's Signature)