



DISBURSEMENT AUTHORIZATION FORM

DESAP ____ **Ellington FUND** ____

Date Requested: _____ Date Due: _____ Date Paid: _____

Requested by: _____ Request Approved ____ Request Denied ____

Amount Requested: _____ **Cash** ____ **Check** ____ **Other** _____

Included in Approved Budget? Y/N **Budget Available Before This Expense \$** _____

Payable To: _____

Purpose of Expenditure: _____

Department _____ Program _____ Activity _____ Grant _____

Expense Category _____ GL Account # _____

Mail ____ Hand Deliver ____ Overnight Shipping Requested? ____ Overnight Charge Amount _____

****No Disbursement will be approved without proper documentation attached****

APPROVALS

Department Chair:	
Director:	
Principal:	
CFO:	
CEO:	

FINANCE DEPARTMENT

Processed by _____ Process Date _____

Account Coding Verified _____ Budget Availability Verified _____

Posting A/C _____ Purchase Order # _____

FORM GUIDELINES

DEPARTMENT	10 Mgmt & Gen Admin 20 Development	50 Academics 60 Arts
PROGRAM	100 Ellington Fund 410 Special Ed 420 Media Center 430 Counselors 440 Student Services 470 Building Maintenance 501 Admissions 502 Registrar 506 Arts Administration 530 Academic Administration 531 Math 532 Science	533 English 534 Social Studies 535 World Languages 536 Phys Ed/Health600 Building Ops 601 Dance 602 Instrumental 603 Literary Media 604 Museum Studies 605 Theatre 606 Visual Arts 607 Vocal 609 TDP
ACTIVITY	Radical Elite Show Choir Sophisticated Ladies Dance Concert Opera Workshop Sr Showcase Competitions	Student Exhibit March for the Arts Founder's Day PARCC Testing Senior Class Graduation Annual Gala
GL ACCT #/EXPENSE CATEGORY	5100 Consultant Svcs 5145 Catering 5300 Travel/Hotel/Air 5340 Prof. Develop. 5520 Repairs/Maintenance 5540 Equipment Purchase 5545 Musical Instrument Exp 5547 Computer Purchase 5600 Office Supplies 5602 Reference Materials 5605 Art Supplies 5609 Music Supplies	5610 Production Costs 5615 Costuming 5616 Custodial Supplies 5619 Food Supplies 5620 Postage 5625 Fedex/Courier Services 5630 Printing Svcs 5705 Awards/Gifts 5710 Dues/Fees 5715 Student Testing 5720 Books/Publications 5900 Security Services
REMAINING BUDGET AVAILABLE	Budget Questions? See the CFO	
APPROVALS:		
DEPARTMENT CHAIR/DIRECTOR	Approval needed on all purchase requests	
PRINCIPAL	Approval needed if outside the approved budget for School Departmental purchases	
CEO	Approval needed if outside the approved budget for Institutional/Building purchases	