

**Request to Set-Up or Revise  
An Activity Account**

(This form must be submitted and approved by the Finance Department before it is put on the Board Agenda.)

**Date:** \_\_\_\_\_

**From:** \_\_\_\_\_

**Name of New Account:** \_\_\_\_\_

**Purpose of Account:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Person Responsible for Account:**

\_\_\_\_\_  
(Name) (Address/Site) (Phone #/Ext.)

\_\_\_\_\_  
(Signature) (Title)

**Principal/Administrator for Account:**

\_\_\_\_\_  
(Signature) (Site) (Phone #/Ext.)

**Finance Department:**

\_\_\_\_\_  
(Signature) (Date)

**ACTIVITY OFFICE USE ONLY – DO NOT WRITE BELOW**

**Date approved by Board:** \_\_\_\_\_

**Name of Account:** \_\_\_\_\_

**Project Number:** \_\_\_\_\_