

REQUEST TO CLOSE A CAMPUS AND/OR STUDENT ACTIVITY ACCOUNT

Any Campus and or Student Activity groups who will be 1) closing or, 2) whose major membership will be graduating, or 3) whose major membership will no longer be eligible to participate in future activities of the organization, must submit a "Request to Close a Campus and/or Student Activity" form. Failure to take any action regarding any unspent balance within one year of the inactivity of the student account will deem those funds to be donated to the respective General/Principal fund of the respective school.

1. NAME OF ORGANIZATION: _____

2. REASON FOR CLOSING: _____

3. DISPOSITION OF FUNDS:

Does this organization have any funds remaining? Yes _____ No _____

If yes, what is the estimated ending balance? \$ _____

What disposition will be made of these funds? (Donation to another activity, purchase of equipment or other contribution to the district, etc.) All funds must be expended. _

4. DATE OF CLOSING: _____

DATE SUBMITTED: _____ SUBMITTED BY: _____

Principal approval: _____

Director of Business Affairs approval: _____