

**GUAM DEPARTMENT OF EDUCATION
(NAF- STUDENT ACTIVITY)**

**OKKODO HIGH SCHOOL
ADMINISTRATIVE FUND VOUCHER
MONEY COMMITTEE**

**MONEY COMMITTEE (NAF- Student Activity):
For Expenditures in excess of \$100.00 (One Hundred Dollars)**

SBA President- Paolo Jusi

Activities Coordinator- Gene Dydasco

School Administrator

DATE: _____

VOUCHER NUMBER: _____

NAME OF CLUB/ORGANIZATION: _____

PAY TO THE ORDER OF: _____

The Sum of: _____
**For all goods or services as described below and verified by the attached sales slip,
invoice, statement, receipt or order.**

**EXPLANATION: MUST COMPLY WITH YOUR ACTIVITY REQUEST AND MINUTES (Describe
who, what, where, when or why.)**

Student Activity Disbursement Approval:

Student Treasurer

Activity Sponsor/ Advisor

School Treasurer

School Administrator

**Attachments Needed:
[] Invoice from Establishment**

Check Number: _____

Amount: \$ _____

Received by: _____

Date: ____/____/____

Print Name: _____

Title: _____

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ADMINISTRATIVE FUND VOUCHER**

DATE: _____

VOUCHER NUMBER: _____

NAME OF CLUB/ORGANIZATION: _____

PAY TO THE ORDER OF: _____

The Sum of: _____

**For all goods or services as described below and verified by the attached sales slip,
invoice, statement, receipt or order.**

**EXPLANATION: MUST COMPLY WITH YOUR ACTIVITY REQUEST AND MINUTES (Describe
who, what, where, when or why.)**

Less than (\$100.00) One Hundred Dollars only

CHECKLIST:

Invoice from Establishment

School Treasurer

School Administrator

Check Number: _____

Amount: \$ _____

Received by: _____

Date: ____/____/____

Print Name: _____

Title: _____