

## Expenditure Approval

(For items to be purchased without a purchase order but that require preapproval, such as allowing a staff member to be reimbursed for ASB purchases after they submit receipts).

### Sample Expenditure Approval

**School Name**  
**School Address**  
**City, State, ZIP**

Date Requested: \_\_\_\_\_

Approval Number: \_\_\_\_\_

Club to be Charged: \_\_\_\_\_

Date of Event: \_\_\_\_\_

To:

|                                       |
|---------------------------------------|
| Name of Staff Member to be Reimbursed |
| Staff Member Address                  |
|                                       |
|                                       |

| Item Number | Description | Quantity | Unit Price | Total Amount |
|-------------|-------------|----------|------------|--------------|
|             |             |          |            |              |
|             |             |          |            |              |
|             |             |          |            |              |
|             |             |          |            |              |

Requested By: \_\_\_\_\_  
 (Name of Person) (Name of Club)

|                               |  |
|-------------------------------|--|
| Subtotal                      |  |
| + estimated sales tax:        |  |
| + estimated shipping charges: |  |
| Total of this purchase:       |  |

**Important Reminder:**

This Expenditure Approval form is not valid unless all signatures below have been obtained.

**Accounts to be Charged (this section must be completed prior to submittal to the ASB Bookkeeper)**

Club or Class: \_\_\_\_\_

Club Account(s) to be Charged: \_\_\_\_\_

\_\_\_\_\_

**Certification**

Submitted and Approved by:

Student Club Representative: \_\_\_\_\_  
Signature, Title and Date

**We certify that this request has been approved by ASB or Student Council:**

Club Advisor: \_\_\_\_\_  
Signature, Title and Date

Principal/School Administrator: \_\_\_\_\_  
Signature, Title and Date

Verified by ASB Bookkeeper: \_\_\_\_\_  
Signature, Title and Date

Recorded in ASB Student Council Minutes on: \_\_\_\_\_  
Date