Expenditure Approval

Sample Expenditure Approval

School Name

School Address

City, State, ZIP

Date Requested:

Approval Number:

Club to be Charged:

Date of Event:

To:

|  |
| --- |
| 1. Name of Employee to be Reimbursed
 |
| 1. Employee Address
 |
|  |
|  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 1. Item Number
 | 1. Description
 | 1. Quantity
 | 1. Unit Price
 | 1. Total Amount
 |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| 1. Requested By:
2. (Name of Person) (Name of Club)
 | 1. Subtotal
 |  |
|  |  | 1. + estimated sales tax:
 |  |
|  |  | 1. + estimated shipping charges:
 |  |
|  | 1. Total of this purchase:
 |

1. 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 before 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