

Sweetwater Union High School District
 _____ School

Prior Approval for Expenditure Form

Today's Date: _____ Amount not to exceed \$ _____
 Please attach quote/estimate

Club/Trust Name: _____

Vendor Information: _____

List items to be purchased:

<u>QTY</u>	<u>ITEM #</u>	<u>DESCRIPTION</u>	<u>UNIT PRICE</u>	<u>AMOUNT</u>
_____	_____	_____	_____	\$ _____
_____	_____	_____	_____	\$ _____
_____	_____	_____	_____	\$ _____
_____	_____	_____	_____	\$ _____
_____	_____	_____	_____	\$ _____
_____	_____	_____	_____	\$ _____
			Subtotal	\$ _____
			S/H	\$ _____
			Tax	\$ _____
			TOTAL	\$ _____

Date approved by club and recorded in club meeting minutes: _____
 Club meeting minutes approving this expense must be attached to this form.

Reason of expenditure: (Please be specific)

Approval: Student Representative (Club) _____ Approval: Club Advisor _____

* This is NOT a check request.

- STEPS FOLLOWING APPROVAL:**
1. Goods and/or services are ordered and received
 2. Complete a Check Request Form and submit original invoices and/or receipts
 3. After the check is authorized it will be issued

ASB USE ONLY		
Requisition # _____		
ASB minutes approval date: _____	PO# _____	
Funds Available: Y N (circle one)	Approved _____	Denied _____
Approval: ASB Advisor/Admin _____	Approval: ASB Student Rep _____	Approval: Principal _____