

**Sweetwater Union High School District**  
**Associated Student Body**  
School \_\_\_\_\_  
**PETTY CASH PRIOR APPROVAL FORM**

**A. REQUEST for Approval:**

Date Submitted: \_\_\_\_\_

Club/Trust: \_\_\_\_\_ Amount Requested: \_\_\_\_\_

Description of Need: \_\_\_\_\_

\_\_\_\_\_  
Signature of Club Representative

\_\_\_\_\_  
Signature of Club Advisor or Coach

*Note: Original invoice or receipt must be turned in to the ASB after purchase and attached to this form.*

-----  
(For ASB Use Only)

**B. ASB Action:**

☐ Request Approved      ☐ Request Denied      Date: \_\_\_\_\_

Charge to ASB general ledger acct name & number: \_\_\_\_\_

\_\_\_\_\_  
Signature of ASB Student Representative

\_\_\_\_\_  
Signature of AP/ASB Advisor

\_\_\_\_\_  
Signature of Principal

FORM: 4510 07/2019

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Signature of Principal

FORM: 4510 07/2019

**C. Date Receipt Rcvd:** \_\_\_\_\_

**Rcvd by:** \_\_\_\_\_