

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 _____