

Sweetwater Union High School District  
School Site \_\_\_\_\_

Prior Approval for Expenditures/Disbursement Request

Today's Date: \_\_\_\_\_

Check Number: \_\_\_\_\_

FUNDS AVAILABLE: Y N

Date of Check: \_\_\_\_\_

Approved Date: \_\_\_\_\_ Denied Date: \_\_\_\_\_ Invoice Attached: \_\_\_ Made by: \_\_\_\_\_

(Above For ASB Office Use Only)

\*\*\*\*\*  
Date ck requested \_\_\_\_\_ Date ck needed \_\_\_\_\_ Return ck to you / Mail ck

Payable to: \_\_\_\_\_ Amount Paid \$ \_\_\_\_\_

Charge to acct.: # \_\_\_\_\_ Acct. Name: \_\_\_\_\_ \$ \_\_\_\_\_

Charge to acct.: # \_\_\_\_\_ Acct. Name: \_\_\_\_\_ \$ \_\_\_\_\_

Charge to acct.: # \_\_\_\_\_ Acct. Name: \_\_\_\_\_ \$ \_\_\_\_\_

Reason: \_\_\_\_\_

\_\_\_\_\_  
Signature of Student Representative (club)

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

\_\_\_\_\_  
Approval: ASB Representative

\_\_\_\_\_  
Approval: Principal/AP

\*\*SUBMIT THIS FORM AT LEAST ONE WEEK IN ADVANCE BEFORE YOU NEED TO PLACE YOUR ORDER.

Form 4018 1-30-2007