Expenditure Approval

(For items to be purchased without a purchase order but that require preapproval, such as allowing a staff member to be reimbursed for ASB purchases after they submit receipts).

**Sample Expenditure Approval**

**School Name**

**School Address**

**City, State, ZIP**

Date Requested:

Approval Number:

Club to be Charged:

Date of Event:

To:

|  |
| --- |
| Name of Staff Member to be Reimbursed |
| Staff Member Address |
|  |
|  |

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

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 prior to 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