

**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 \_\_\_\_\_