

JOHN BURROUGHS HIGH SCHOOL ASSOCIATED STUDENT BODY

1920 W Clark Ave. Burbank, CA 91506 – Phone (818) 729-6900



EXPENDITURE REQUEST FORM

This form must be submitted and approved PRIOR TO the spending or transferring of any funds **GREATER THAN \$300** from a JBHS ASB account. Please turn this form in before making any purchases **GREATER THAN \$300** with a copy of CLUB or SPORT meeting minutes. If your expenditure request form was approved, please write the number that was assigned to the expenditure request form on the top right-hand corner of the requisition form in the area that says: "Requisition # _____".

Date: _____

Total Amount Approved: \$ _____

To Use Funds From: _____
(Club, Class, or Trust Account Name) Account must currently have the money to cover the above expenditure!

Reason, Circle one: Purchase P.O. Service Other _____

NOTE: Money taken from a specific account can only be used for goods/services that apply to that account! Expenditure approved and discussed in minutes of this organization dated _____. A COPY OF MINUTES IS ATTACHED.

Goods or Services (Be Specific):	Vendor, Company, Etc.	Check Payable to:	
_____	_____	_____	Amt. \$ _____
_____	_____	_____	Amt. \$ _____
_____	_____	_____	Amt. \$ _____
_____	_____	_____	Amt. \$ _____
_____	_____	_____	Amt. \$ _____

Club/Organization Representative Signature

Faculty/Advisor Signature

FOR ASB USE ONLY

Request #: _____
Date Reviewed: _____

Status _____

Approved ASB AUDITOR

Denied

_____ ASB ADVISOR

Reason: _____

Administrator