

JOHN BURROUGHS HIGH SCHOOL ASSOCIATED STUDENT BODY

1920 W Clark Ave. Burbank, CA 91506 – Phone (818) 558-4777



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
- Denied
- _____

Reason: _____

ASB AUDITOR

ASB ADVISOR

Administrator