

Expense Request Form

This form should be filled out and presented to the ASB Advisor to request expenditures (assemblies, trips etc.) or to recommend Fundraisers.

This form needs to be signed and approved by the officers of the ASB prior to planning any functions.

Requested by: _____ grade(s)_____

Type of fundraiser or expenditure: _____

Date of fundraiser or expenditure: _____

Approximate cost or income: _____

Expenditures Only

Check should be made payable to: _____

Address and phone number of party to be paid: _____

Approved by: _____

ASB President

ASB Treasurer

ASB Secretary

Vice President

Building Administrator

Advisor

For Office Use Only

Account code _____