School: ______________________________ Club/Activity/Sport: ______________
Advisor/Coach: _____________________ Activity Account Number: ____________
Date or Date Range of expenditure: ______ Not to exceed Amount: $____________
Please list names and roles of students involved in the approval: ______________________

____________________________________________________________________________

____________________________________________________________________________

Please describe the purpose of this activity (what is being accomplished; goals): ______
____________________________________________________________________________

Please describe how the funds will be spent: ______________________________________
____________________________________________________________________________

Please describe the source of funds for this activity: ________________________________
____________________________________________________________________________

____________________________________________________________________________

I understand that this form must be approved before requesting purchase orders for the activity described. By signing this request, I agree that our club/organization will follow the guidelines outlined in the Student Body Funds Manual.

____________________________________________________________________________

Student(s) Representative Approval Date

____________________________________________________________________________

Advisor/Coach Approval Date

____________________________________________________________________________

Principal Approval Date