All reimbursements must have pre-approval by Club/SEC
- Unit costs and EXACT amount spent must be noted.
- Please print in BLUE or BLACK ink.
- All sections must be completed for approval.
- All receipts must be original receipts (no photocopies) and must be itemized.
- This form due no later than one month after expense was made.

TODAY’S DATE: ____________ DATE Pre-Approval obtained from SEC (if applicable) ________

Check Payable To ________________________________

Address

City ____________ Zip ____________

Reason for Check (Be Specific):

ASB/Club Account Name ____________ Account # ____________

$ ____________ Amount

Student Signature

Faculty Advisor Signature

All expenditures must be pre-approved by SEC/Club BEFORE any monies are dispersed. Approvals must be recorded in clubs/school meeting minutes and be documented on event request forms.

Rev. on 9/20/22