

Name of School \_\_\_\_\_

Student Body Club/Class

**AUTHORIZATION & PAYMENT**

**Step 1: REQUEST FOR AUTHORIZATION OF FUNDS (Attach Student Body Activity Revenue/Expense Statement & Minutes)**

CLUB/CLASS: \_\_\_\_\_ Budget Line Item: \_\_\_\_\_

Estimate Approved in Club Minutes Dated: \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

Estimate for Planned Expenditure \$ \_\_\_\_\_

Club/Class Officer Name & Title, Printed

Club/Class Officer Sign & Date

\_\_\_\_\_  
Club/Class Advisor Sign & Date

**Step 2: ASB Student Council to approve in ASB Business Meeting**

**Step 3: PURCHASE INFORMATION (Attach Shopping Cart, Estimate, or Vendor Contract & Minutes)**

Payee: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Address: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Email: \_\_\_\_\_

**Step 4: ASBWorks PO**

ASB Bookkeeper: PO# \_\_\_\_\_ Date: \_\_\_\_\_

**Step 5: ASB Student Council to approve in ASB Business Meeting**

**Step 6: MDUSD PO (Attach ASB Business Meeting Minutes approval of ASBWorks PO # from Section 4)**

ASB Bookkeeper: PR# \_\_\_\_\_ Date: \_\_\_\_\_

PO# \_\_\_\_\_ Date: \_\_\_\_\_

**Step 7: Return to ASB Student Council to retain until Check Request**

**Step 8: Check Request (Attach ASB Business Meeting Minutes and all supporting documentation)**

PLEASE ISSUE A CHECK IN THE AMOUNT OF \$ \_\_\_\_\_

PAYABLE TO: \_\_\_\_\_

\_\_\_\_\_  
ASB Officer Sign & Date

\_\_\_\_\_  
ASB Officer - Print Name & Role

\_\_\_\_\_  
ASB Advisor Sign & Date

\_\_\_\_\_  
ASB Administrator Sign & Date