Elk Grove High School Associated Student Body

Request for Reimbursement Form

Prior ASB Council written approval must have been obtained before purchases were made!

Make Payable To (Name): _____ Today's Date: _____

☐ Mail to address: _____ ☐ Will pick up ☐ Teacher's box

ASB Account # to be charged: _____ - _____ Purchase Order #: _____

PROHIBITED EXPENDITURES. In addition to Education Code 48934, which deals with the use of student body organization funds, it should be noted that certain expenditures are prohibited:

a. Equipment, supplies, forms and postage for curricular or classroom use or for district business.
b. Repairs and maintenance of district-owned equipment.
c. Salaries or supplies which are the responsibility of the district.
d. Articles for the personal use of district employees.
e. Gifts, loans, credit, or the purchase of accommodations for district employees or others.

If the reimbursement is for food at a meeting, you must also attach a copy of the agenda and sign-in sheet of attendees.

Date	Description	Amount
	Total:	

ATTACH ORIGINAL RECEIPTS HERE– NO COPIES!