

RHHS Student Council — Expense Form



STUCO
2010–2011

Date: _____

Requested by: _____ *club / person*

Club/event/activity/department: _____

Cheque payable to: _____

Contact info: _____ *email or phone ext.*

Reason for request of funds: _____

	Description	Quantity	Unit Price	Extended Price
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				

Checklist for Clubs
<input type="checkbox"/> staff advisor approval
<input type="checkbox"/> within club budget
<input type="checkbox"/> original receipts
<input type="checkbox"/>

Estimated Total: _____

Approval: X
(Teacher Advisor / Principal)

(Print Name)

Final Amount Requested: _____

Office use only	Cheque Number: _____
	Principal's Signature: <u> X </u>
	StuCo Teacher Advisor Approval: <u> X </u>
	_____ (Print Name)

Cheque Received: <u> X </u>
Name (print): _____
Date: _____