

# RHHS Student Council — Expense Form



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**
- staff advisor approval
  - within club budget
  - original receipts
  -

Estimated Total: \_\_\_\_\_

Approval:  X  \_\_\_\_\_  
(Teacher Advisor / Principal) (Print Name)

Final Amount Requested: \_\_\_\_\_

|                        |   |
|------------------------|---|
| <b>Office use only</b> | Cheque Number: _____  |
|                        | Principal's Signature: <u> X </u> _____   |
|                        | StuCo Teacher Advisor Approval: <u> X </u> _____<br><div style="text-align: right;"><small>(Print Name)</small></div> |

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