

## Rancho Mirage High School *ASB* Payment Request

Date Submitted: \_\_\_\_\_ Date Needed: \_\_\_\_\_ Check #: \_\_\_\_\_  
 Payee: \_\_\_\_\_ P.O. Number: \_\_\_\_\_  
 Address: \_\_\_\_\_ Phone: \_\_\_\_\_  
 City, State, Zip: \_\_\_\_\_

Qty.	Unit	Description	Unit Price	Amount

To Be Reimbursed     
  To Be Billed     
  Receipt / Invoice Attached     
 TOTAL : \_\_\_\_\_  
 Adequate Fund in Account?  Yes  No     
 Activity Request Approved On \_\_\_\_\_     
 Clerk Initials: \_\_\_\_\_

### PURPOSE FOR WHICH SUPPLIES OR SERVICES LISTED ABOVE ARE NEEDED

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Certification for Out-of-Pocket Disbursements:**  
 "I hereby certify that the above expenditures were actually and necessarily incurred in the performance of my duty and, further, that no part of the above claim has heretofore been claimed or paid."  
 Submitted by: \_\_\_\_\_ Authorized by: \_\_\_\_\_  
Payee Signature Financial Clerk Signature

### ORGANIZATIONAL APPROVAL

The decision by any student organization to spend its funds must be recorded in Club Minutes and made available for audit.

"I hereby certify that the \_\_\_\_\_ Club approved by a quorum of members the above Request at a meeting held on the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_"

\_\_\_\_\_ Club Advisor Signature
\_\_\_\_\_ Club Treasurer Signature  
\_\_\_\_\_ Club Advisor Signature
\_\_\_\_\_ Club President Signature

Organization: \_\_\_\_\_ Account #: \_\_\_\_\_ Clerk Initials: \_\_\_\_\_

### RMHS *ASB* FORMAL ACTION

Approved  Not Approved  Tabled (until \_\_\_\_\_) If "Tabled" or "Not Approved", the reason is as follows:

"I hereby certify that the RMHS *ASB* Student Council took action on the above Activity Request at a formal meeting held on the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_"

\_\_\_\_\_ Activities Director Signature
\_\_\_\_\_ ASB Treasurer Signature  
\_\_\_\_\_ Activities Director Signature
\_\_\_\_\_ ASB President Signature