Los Angeles Unified School District Student Body Finance Section Request for Authorization – Other

The Student Body of:						Date:		
1.		Request for Expenditure This expenditure is in the ASB Budget: Ye					No 🗆	
Vendor/Contractor/Employee*							Amount: \$.	
Description:								
*If services are provided, a W9 must be completed. Risk Mgt approval may also be required for insurance purposes. If employee, W4 and I9 must be completed.								
2.		Receive a Cash or Non-monetary Donation						
Donor:						Amount: \$.		
Item/Check # and Date:			Make:	lodel:		Serial #:		
Purpose:								
3.								
Recipient:							Value: \$	
Equipment/Inventory Description: Note: If approved, item(s) should be removed from ASB Inventory.								
4		Other						
Description:								
Approved in Student Body Council Meeting (required for secondary school) Date: Minutes are attached to this Request.								
Signature of Principal (Required): Date:								
Signature of ASB Treasurer (Required for Secondary):Date:								
Signature of Financial Manager (Required for Secondary):						Date:		
After completion, please submit to your Coordinating Financial Manager with a copy of the check (via email)								
SBFS Approval								
Coordinating Financial Manager Signature: Date:								
Other Approvals (if applicable): M&O: Date:								
OEHS: Date:								
Additional Approval for Donation only (All signatures are required):								
(\$5,001 to \$15,000)Accounting Mgr. Signature:							ate:	
(\$15,001 to \$20,000) Deputy Controller Signature: Date:							:	
(\$20,001 and above) Controller Signature:						Date:		