

### Expenditure Approval Form

Per BOE policies 6233 and 6680, all expenditures for amenities or recognition of staff, students, citizens, advisory groups, former Board members, and other non-employees persons, such as, but not limited to meals, refreshments, plaques, token retirement gifts and awards must have prior authorization by the Superintendent and will be made in accordance with all District purchasing procedures and documentation requirements.

Building / Department	
Event	

Items to Purchase:

Description of Item(s)	Quantity	Price Per Item	Total Price

<b>Total Price</b>	
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Account #	
Memo	

\_\_\_\_\_  
Principal / Supervisor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Approved By

\_\_\_\_\_  
Date