BUL-6264.0
March 31, 2014
FORM 34-EH J-8-ATH

Attachment D

School Telephone No. ( ) -
Financial Manager's
Telephone No. ( ) -

LOS ANGELES UNIFIED SCHOOL DISTRICT
Student Body Finance Section

REQUEST FOR AUTHORIZATION FOR STUDENT BODY EXPENDITURES AND RECEIPTS - ATHLETICS

(Instructions on reverse side)

DATE:

The student body of the _____ School requests authority to:

purchase or expend ☐
receive ☐
hold an event ☐

DESCRIPTION	PURPOSE	TO BE PAID TO ☐ OR RECEIVED FROM ☐ Give Vendor's Name and Address	AMOUNT

Fundraising Distribution (Circ: Trust/General ASB 50/50 Trust Only - Fundraiser Limited to Club Members and Immediate Family

This expenditure (is) (is not) in the budget. TOTAL $ -

Purchases of equipment, uniforms, supplies using General ASB funds belong to the ASB and cannot be given to students.
Uniforms must be kept on the ASB uniform inventory list.
Uniforms must be returned to the ASB after the end of the CIF sports' season.
Equipment must be labeled as property of the ASB of _____ school, and recorded on the ASB inventory list.

For purchases of equipment or uniforms, the ASB uniform inventory list must be attached. (Attachment G)
For athletic tournaments/events, the Budget for the event must be attached. No out-of-season competitions/events can be approved for fundraising of expenditures.

*Signatures:

Approved: _____
PRINCIPAL

Secondary School
Approved in meeting of Student Body Board of Finance on
_____, 2014

_____
STUDENT SECRETARY OR TREASURER

Approved: _____
President,LOCAL PTA,or approved parent group(if involved)

Approved: _____
FINANCIAL MANAGER

Recommendation by Business Division as to type of equipment or work: (Record any remarks on reverse side)

_____ DATE

_____ BUSINESS MANAGER OR DESIGNEE

This will constitute authority to expend or receive funds for the items listed above.

_____ DATE

_____ Coordinator Student Body Finance Section