

## Cathedral City High School Payment Request 2019/20

Processing time for a payment request is approximately 2 weeks. Requests must have the club advisor and club treasurer's signatures and all sections with arrows completed to be accepted for processing. Payment requests are submitted to Admin Friday afternoon for approval before going to ASB Council on Tuesday. If the request is approved by both, checks will be available Friday.

➡ **Organization Name:** \_\_\_\_\_ **Advisor Name (print):** \_\_\_\_\_

*I understand and agree to all timelines and conditions of this request.* **Advisor Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

PAYEE NAME (NAME TO WHOM THE CHECK IS ADDRESSED)				PHONE NUMBER		
ADDRESS			CITY		STATE	
ZIP						
EST. AMOUNT (MAX)	PURPOSE FOR WHICH SUPPLIES ARE NEEDED				REIMBURSEMENT?	
					NO	YES

QUANTITY	DESCRIPTION	UNIT PRICE	TOTAL
SUBTOTAL			
SALES TAX			
SHIPPING & HANDLING			
TOTAL AMOUNT			

ASB FINANCIAL CLERK ONLY					
ACCOUNT FUNDS ADEQUATE	ACTIVITY REQ FILED	ACCOUNT NUMBER	PO NUMBER	CLERKS INITIALS	TOTAL AMOUNT TO BE PAID
NO YES	NO YES N/A				

**IMPORTANT NOTE:** All expenditures must be pre-approved by the ASB Council before they are made. Pre-approved payment requests will be held in the ASB Office until payment is requested. No payments or reimbursements will be granted without an invoice or receipt.

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

\_\_\_\_\_ Club Advisor Signature

**CCHS ASB FORMAL ACTION**

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

I hereby certify that the CCHS ASB Student Council took action on the above Payment Request at a formal meeting held on the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ ASB Treasurer Signature

\_\_\_\_\_ Principal's Designee Signature \_\_\_\_\_ Activities Director Signature